

# APPLICATION FOR EMPLOYMENT

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## PERSONAL INFORMATION:

NAME (LAST, FIRST, MIDDLE):		DATE:
PRESENT ADDRESS (STREET, CITY, STATE, ZIP):		
PERMANENT ADDRESS (STREET, CITY, STATE, ZIP):		
PHONE NUMBER: (    )	SOC. SEC. #:	
STATE NAME AND RELATIONSHIP OF ANY RELATIVES IN OUR EMPLOY:	REFERRED BY:	

LAST NAME

## EMPLOYMENT DESIRED:

POSITION:	
DATE YOU CAN START:	SALARY DESIRED:
ARE YOU EMPLOYED NOW?	MAY WE CONTACT YOUR EMPLOYER?
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE?	WHEN?
WHERE?	

## EDUCATION:

SCHOOL	NAME AND LOCATION	GRADUATED		MAJOR SUBJECTS	CPA
		YES	NO		
GRAMMAR SCHOOL					
HIGH SCHOOL					
COLLEGE/ UNIVERSITY					
OTHER (SPECIFY)					

FIRST NAME

MIDDLE NAME

## OTHER INFORMATION:

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:
SPECIAL TRAINING:
ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, SEX, MARITAL STATUS, AGE, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

(CONTINUED ON OTHER SIDE)

This employment application has been designed for general use throughout the United States. At the time of publication, every effort was made to assure that the form complies with all general and certain state requirements prohibiting employment discrimination. However, legal requirements may vary from state to state and laws change frequently. Rediform assumes no responsibility for inclusion of any questions in this form which violate local, State, and/or Federal laws.

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**FORMER EMPLOYERS:** LIST THE LAST FOUR EMPLOYERS, STARTING WITH PRESENT OR MOST RECENT.

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:		\$		
TO:		PER:		
FROM:		\$		
TO:		PER:		
FROM:		\$		
TO:		PER:		
FROM:		\$		
TO:		PER:		

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

**IN CASE OF EMERGENCY, NOTIFY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, AT THE DISCRETION OF THE EMPLOYER, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## APPLICANT - DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY:		DATE:
REMARKS:		
NEATNESS:		
ABILITY:		
HIRED:	DEPT:	POSITION:
START DATE:	SALARY:	
APPROVALS:		
_____ 1. EMPLOYMENT MANAGER	_____ 2. EMPLOYMENT HEAD	_____ 3. GENERAL MANAGER

PERSONAL INFORMATION

Name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ (m.i.) \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_ Married \_\_\_\_ Single \_\_\_\_ Divorced \_\_\_\_ Widowed/Widower \_\_\_\_ Engaged \_\_\_\_ # Children

RELIGIOUS/MORAL CONVICTIONS

Are you a member of a church and do you attend regularly? \_\_\_\_\_

\_\_\_\_\_

Are you a Christian? Yes/No When were you saved and how were you saved? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your stand on abortion? \_\_\_\_\_

\_\_\_\_\_

What is your stand on gays/lesbians? \_\_\_\_\_

\_\_\_\_\_

What is your stand on sex outside of marriage? \_\_\_\_\_

\_\_\_\_\_

What is your stand on gambling? \_\_\_\_\_

\_\_\_\_\_

What is your stand on drinking? \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested for and/or convicted of any felony involving burglary, sexual misconduct, or drugs? Yes/No If yes, which one(s)? \_\_\_\_\_

Do you believe that your general work, life, habits, and attitude are an honor to Jesus Christ and His Kingdom? Yes/No Explain: \_\_\_\_\_

\_\_\_\_\_

RELATIONAL:

The applicant needs to be aware that he/she is part of a ministry team. As with the rest of the staff, we are here to serve God and others. It is important that all staff members keep a positive demeanor and encouraging attitude among other staff and the people he/she has committed to serve by filling this position. The pastor and staff work together as a team committed to God, ministry, and each other, therefore in "Whatever you do, do your work heartily, as for the Lord rather than for men" (Colossians 3:23).

What is your stand on abortion? \_\_\_\_\_

\_\_\_\_\_

What is your stand on gays/lesbians? \_\_\_\_\_

\_\_\_\_\_

What is your stand on sex outside of marriage? \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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