

Grace Covenant Church

Application for Employment

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veteran status or citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in Grace Covenant Church.

PERSONAL INFORMATION

Name _____ Social Security No. _____ - _____ - _____
Last First Middle Initial

Current Address _____
Street City State Zip

Home Phone _____ Cell Phone _____ Email _____

Are you over the age of 18? Yes No Are you a citizen of the United States? Yes No

If not a citizen of the U.S. can you provide proof that you can legally be employed in the U.S.? Yes No

What languages can you read, speak and write fluently? _____

Do you have steady transportation to work? Yes No

Do you have any personal responsibilities or circumstances that may affect your daily attendance? Yes No

Were you in the U.S. Armed Forces? Yes No If yes, which Branch? _____

Dates of Military service _____ to _____ Rank at discharge _____

List duties / special training while serving _____

EDUCATION & TRAINING INFORMATION

Education	Name of School – City, State	Years completed	Did you graduate? If yes, degree received
High School			
College			
Graduate School or Seminary			
Other (Trade, business, or correspondence)			

If you are presently enrolled in school, what are you studying? _____

Describe other specialized or professional training, skills &/or licenses _____

EMPLOYMENT INFORMATION

Position applying for _____ Date available for work _____

For which are you applying? Full time Part time temporary employment

If part time, what days and hours? S M T W TH F S Morning Afternoon Evening

What salary/hourly rate do you expect? _____ Have you ever held a position of trust (handling money or confidential material)? Yes No Explain _____

Have you previously been employed by, or applied for a job, with Grace Covenant Church? Yes No

Does your present employer know of your desire to change employment? Yes No Why do you desire to make a change? _____

EMPLOYMENT HISTORY

(Begin with current or most recent employer)

Employer _____ Phone _____
 Address _____
 Your position, title & duties _____ Employment dates ___/___/___ to ___/___/___
 Supervisor's Name / Position _____ Ending rate of pay \$ _____
 Reason for leaving _____ May we contact employer? Yes No

Employer _____ Phone _____
 Address _____
 Your position, title & duties _____ Employment dates ___/___/___ to ___/___/___
 Supervisor's Name / Position _____ Ending rate of pay \$ _____
 Reason for leaving _____ May we contact employer? Yes No

Employer _____ Phone _____
 Address _____
 Your position, title & duties _____ Employment dates ___/___/___ to ___/___/___
 Supervisor's Name / Position _____ Ending rate of pay \$ _____
 Reason for leaving _____ May we contact employer? Yes No

Are there any additional experiences, skills, or qualifications which you feel would especially fit you for work with Grace Covenant Church?

REFERENCES

(Do not list relatives or previous supervisors)

Name	Phone	Yrs known	Occupation

I understand that employment with the Church is on an at-will basis, in accordance with applicable state law. This means that you and the Church are each free to terminate the relationship at any time, with or without cause or advance notice.

There is no contract, assurance, or guarantee of continued employment with the Church, and no verbal communication or written document will provide such a contract, assurance, or guarantee unless specified in writing and signed by the Moderator of the Elder Board on behalf of the Elder Board.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

 Signature of applicant

 Date