**APPLICATION FOR EMPLOYMENT** GOOD NEWS CHURCH

 *(Please Print)*

Position Applied For: Date of Application:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about us?

🞏 Advertisement 🞏 Relative 🞏 Inquiry 🞏 Church Announcement/Email

🞏 Friend 🞏 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last Name First Name Middle Name*

*Address City State Zip Code*

*Telephone Number(s) E-mail*

Best time to contact you at home is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are under 18 years of age, can you provide required proof 🞏 Yes 🞏 No

of your eligibility to work?

Have you ever filed an application with us before? 🞏 Yes 🞏 No

 If yes, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been employed with us before? 🞏 Yes 🞏 No

 If yes, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? 🞏 Yes 🞏 No

Are you currently employed? 🞏 Yes 🞏 No

May we contact your current employer? 🞏 Yes 🞏 No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

 *Proof of citizenship or immigration status will be required upon employment* 🞏 Yes 🞏 No

Date available for work \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ What is your desired salary range? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you available to work: 🞏 Full-time 🞏 Part-time 🞏 Temporary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name & Address of School | Course of Study | Years Completed | Diploma/Degree |
| **Elementary****School** |  |  |  |  |
| **High****School** |  |  |  |  |
| **Undergraduate****College** |  |  |  |  |
| **Graduate****Professional** |  |  |  |  |
| **Other****(Specify)** |  |  |  |  |

|  |
| --- |
| Describe any specialized training, apprenticeship, skills and extra-curricular activities: |
|  |
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|  |
|  |
|  |
| Summarize special job-related skills & qualifications acquired from employment or other experience: |
|  |
|  |
|  |
|  |

SPECIALIZED SKILLS

🞏 PC/MAC COMPUTER 🞏 WORD/EXCEL/PUBLISHER 🞏 GOOGLE DOCUMENTS/CALENDAR

🞏 MULTI-FUNCTION COPIER 🞏 EMAIL: OUTLOOK/MAIL 🞏 MULTI-LINE PHONE

(COPIER/FAX/SCANNER/PRINTER)

🞏 MAINTAIN DATABASE

🞏 OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

|  |  |  |
| --- | --- | --- |
| **1.EMPLOYER** | DATES EMPLOYEDFROM TO | WORK PERFORMED |
| ADDRESS |  |  |  |
| TELEPHONE NO. | HOURLY RATE/SALARYSTARTING FINAL |  |
| JOB TITLE SUPERVISOR |  |  |  |
| REASON FOR LEAVING |  |
| **2.EMPLOYER** | DATES EMPLOYEDFROM TO | WORK PERFORMED |
| ADDRESS |  |  |  |
| TELEPHONE NO. | HOURLY RATE/SALARYSTARTING FINAL |  |
| JOB TITLE SUPERVISOR |  |  |  |
| REASON FOR LEAVING |  |

REFERENCES

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NAME PHONE E-MAIL

 ADDRESS

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME PHONE E-MAIL

 ADDRESS

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NAME PHONE E-MAIL

 ADDRESS

|  |
| --- |
| Disclaimer and Signature |
| I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company’s sole option and without prior notice to me. I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself |

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 SIGNATURE OF APPLICANT DATE