

# APPLICATION FOR EMPLOYMENT

## GRACE COMMUNITY CHAPEL

### PERSONAL INFORMATION

Name (Last, First, Middle): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Position Desired: \_\_\_\_\_

\_\_\_\_ Full-Time    \_\_\_\_ Part-Time    \_\_\_\_ Temporary    \_\_\_\_ Permanent

### EMPLOYMENT HISTORY (Please start with your most recent position)

Employer: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
(Start Date)    (End Date)

Primary Duties: \_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_    \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
(Starting)    (Ending)

Employer: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
(Start Date)    (End Date)

Primary Duties: \_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_    \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
(Starting)    (Ending)

Employer: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
(Start Date) (End Date)

Primary Duties: \_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ (Starting) \_\_\_\_\_ (Ending) Reason for Leaving: \_\_\_\_\_

Please identify other employment history that you believe is pertinent to the position for which you are applying:

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

**MAY WE CONTACT YOUR IDENTIFIED EMPLOYMENT SUPERVISORS?** \_\_\_ Yes \_\_\_ No - If no, please explain:

\_\_\_\_\_

## EDUCATION

**High School** – Name and location of school: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ Diploma/GED: \_\_\_ Yes \_\_\_ No

**College/Technical School** – Name and location of school: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ Degree/Certificate: \_\_\_ Yes \_\_\_ No

Title of degree/certificate: \_\_\_\_\_

**Graduate Education** – Name and location of school: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ Degree: \_\_\_ Yes \_\_\_ No

Title of degree: \_\_\_\_\_

## ADDITIONAL INFORMATION

Please provide any additional information related to personal and/or professional characteristics that you believe would position you well for serving in this role.

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

**Personal Limitations:** Are there any personal limitations that would negatively impact your ability to perform this job as identified in the position description?

\_\_\_ Yes \_\_\_ No - If yes, please explain: \_\_\_\_\_

**Criminal Record:** Other than minor traffic violations, have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

**PERSONAL REFERENCES** (Exclude relatives and former employers)

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Your relationship to reference: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Your relationship to reference: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Your relationship to reference: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

**The information I have provided in this application is accurate and true, and I understand that any false information is grounds for dismissal from consideration or termination following the point of hire. I authorize the verification of provided information with all current/former employers (unless noted otherwise), and I approve the contacting of the references I have provided.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_