

*Grace Community Chapel
Application for Employment*

Date: _____ Position applying for: _____

Personal Data

Name: _____
Last First Middle

Address: _____ City/State: _____
_____ Zip Code: _____

Home Phone: (_____) _____ Email: _____
Other: (_____) _____

How long have you lived at this address? _____

If less than 3 years, prior address: _____
Street address City/State Zip

Do you have a Driver's License? Yes _____ No _____ Are you over 18? Yes _____ No _____

EMPLOYMENT HISTORY

(start with present or most recent job)

Are you presently employed? Yes _____ No _____

May we contact your present employer? _____ Now _____ Later _____ No

1. Name of Employer _____ Worked from _____ to _____
Address _____ Phone Number _____
Name of Supervisor _____ Type of Work Performed _____

2. Name of Employer _____ Worked from _____ to _____
Address _____ Phone Number _____
Name of Supervisor _____ Type of Work Performed _____
Reason for leaving _____

3. Name of Employer _____ Worked from _____ to _____
Address _____ Phone Number _____
Name of Supervisor _____ Type of Work Performed _____
Reason for leaving _____

Check Areas where you have experience:

_____ Typing (Speed _____ WPM)	_____ Supervisor
_____ Word Processing	_____ Custodian
_____ Bookkeeping	_____ PowerPoint/Word Publisher
_____ Receptionist	_____ Computer Graphics

Education

High School Diploma: Yes _____ No _____ If yes, when? _____

University or College: Yes _____ No _____ If yes, where and dates? _____

What was your major? _____ Minor? _____

Graduate School? Yes _____ No _____ If yes, where and dates? _____

School or college activities in which you participated? _____

Church Life

Name of Church where you attend: _____

Name of Church where you are a member (if different from above):

In what church/ministry activities have you participated? _____

In what positions in a church have you volunteered or been employed? _____

Criminal Record

Other than a minor traffic offense, have you ever been convicted of a crime? Yes _____ No _____

If so, please explain: _____

Are you currently involved in any legal proceedings? Yes _____ No _____

If so, please explain: _____

References (please do not list relatives)

Name: _____ Address: _____

Phone Number: () _____ Years Known: _____

Name: _____ Address: _____

Phone Number: () _____ Years Known: _____

Name: _____ Address: _____

Phone Number: () _____ Years Known: _____

Additional Information

Please give us any additional information you desire about your education and experience including any special talents or abilities. Please list any personal characteristics that you feel would prepare you for this position.

Employment terms: I understand that Grace Community Chapel is an “at-will” employer and that employment may be terminated at any time with or without cause. This status is not to be altered unless we enter a contract that specifically addresses and replaces the “at-will” employment status.

Applicant’s signature: _____ Date: _____

Reference Release:

The information I have provided is accurate and true and I understand that any false information is grounds for termination. I authorize the verification of this information with all former employers, references and other appropriate persons. I will not take action against anyone releasing the requested information.

Applicant’s signature: _____ Date: _____