



*Grace First Presbyterian together ... worshipping God,
witnessing for Jesus Christ, and working to meet human needs.*

APPLICATION FOR EMPLOYMENT

Grace First Presbyterian Church is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Part Time

Date Available _____ Phone # _____

Email Address _____

Are you over 18 years old? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION

High School: Number of Years Completed (circle one) 1 2 3 4

Diploma: ☐ Yes ☐ No **G.E.D.:** ☐ Yes ☐ No

School(s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

**This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.**

EMPLOYMENT HISTORY

List last employer first, including U.S. Military Service.

1.) Employer _____ **Address** _____

Telephone _____ **Position** _____

Dates of Employment: **From** _____ **To** _____
 Mo/Yr **Mo/Yr**

Salary _____ **Supervisor** _____ **Department** _____

Duties _____ **FT** __ **PT** __ **No. of Hrs.** __

Reason for Leaving _____

2.) Employer _____ **Address** _____

Telephone _____ **Position** _____

Dates of Employment: **From** _____ **To** _____
 Mo/Yr **Mo/Yr**

Salary _____ **Supervisor** _____ **Department** _____

Duties _____ **FT** __ **PT** __ **No. of Hrs.** __

Reason for Leaving _____

Duties _____ **FT** __ **PT** __ **No. of Hrs.** __

Reason for Leaving _____

3.) Employer _____ **Address** _____

Telephone _____ **Position** _____

Dates of Employment: **From** _____ **To** _____
 Mo/Yr **Mo/Yr**

Salary _____ **Supervisor** _____ **Department** _____

Duties _____ **FT** __ **PT** __ **No. of Hrs.** __

Reason for Leaving _____

If you wish to describe additional work experience,
attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? __Yes __No

If yes, explain: _____

PERSONAL REFERENCES

Name _____

Address _____

Phone () _____ **Email** _____

Name _____

Address _____

Phone () _____ **Email** _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize [Company] to verify their accuracy and to obtain reference information on my work performance. I hereby release [Company] from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ **Date:** _____