

TRINITY CHURCH Employment Application

POSITION SOUGHT

Position Applied For: _____

PERSONAL INFORMATION

Full Name: _____

Last

First

Middle

Other names by which you have been known and applicable dates: _____

Current Address: _____

Street (include house, apt. number, etc.)

City

State

Zip

Telephone

Email

Number: () _____

Address: _____

Are you at least 18 years old?

Yes

No

Are you authorized to work in the U.S.?

Yes

No

Do you now, or will you in the future, require sponsorship for employment visa status? Yes No

Date you can start work: _____

Position desired:

Full-time

Part-time

Shift availability (check all that apply): Day Evening Night Rotating

Day availability (check all that apply): Mon Tues Wed Thurs Fri Sat Sun

Overtime availability:

Yes

No

Have you applied for employment with the company before?

Yes

No

If so, when?: _____

Date

Position

Have you ever worked for the company before:

Yes

No

If so: _____

Date

Position

Location

Are you related (by blood, marriage, or law) to anyone who works for the company? Yes No

If so: _____

Name

Location

EDUCATION

Name and Location	Years Completed	Did you Graduate?		Degree
High School _____	9, 10, 11, 12	Yes	No	
College _____	Fr So Jr Sr	Yes	No	_____
Trade School _____		Yes	No	_____
Graduate School _____		Yes	No	_____

REFERENCES

(List 3. Do not list relatives, domestic partners, or former employers.)

Name: _____ Occupation: _____

Complete Address: _____

Phone number: () _____ Dates known: _____

Name: _____ Occupation: _____

Complete Address: _____

Phone number: () _____ Dates known: _____

Name: _____ Occupation: _____

Complete Address: _____

Phone number: () _____ Dates known: _____

EMPLOYMENT HISTORY

Have you ever been involuntarily terminated or asked to resign from employment? Yes No

If so, give the name of the employer, dates of employment, position held, name of supervisor, and reason for termination/resignation request:

Have you ever been counseled, disciplined, terminated or asked to resign as a result of reported workplace harassment, fighting/assault, violation of safety rules, or other inappropriate conduct?

Yes No

If so, give the name of the employer, date and description of incident:

List your complete employment history, including military service, starting with your present status. All periods of unemployment must be identified as "Unemployed" and dates of unemployment identified. Do not leave time gaps. If necessary, use the Supplemental Employment History form to provide all information.

Name of employer: _____ Position(s) held: _____

Salary, supervisor and dates: _____

Address/phone number: _____

Reason for leaving: _____

Name of employer: _____ Position(s) held: _____

Salary, supervisor and dates: _____

Address/phone number: _____

Reason for leaving: _____

Name of employer: _____ Position(s) held: _____

Salary, supervisor and dates: _____

Address/phone number: _____

Reason for leaving: _____

PROFESSIONAL CERTIFICATIONS

List all professional licenses, certifications, etc., that may be related to the position you are applying for, and list dates issued and name of the organization granting the license, certification, etc.

List and describe any special skills, second languages, or other training you have that may be related to your employment. _____

CRIMINAL HISTORY

Have you ever been convicted of (or pleaded guilty or no contest to or paid a fine for) ANY criminal offense of ANY type whatsoever (this includes but is not limited to felonies, misdemeanors, DWI, hunting offenses, domestic violence, city or county ordinances)? Yes No

If so, list all offenses(s), date(s) of conviction/plea, county/city/state of conviction:

IMPORTANT INFORMATION

I certify that the information provided on this application form, along with all other information I have provided to the company, is accurate and complete. I understand that any misrepresentations or omissions will be cause for not hiring me or for terminating my employment once hired. I understand that the company will undertake, and I authorize the company to undertake, any investigation it deems necessary in considering me for employment or, if hired, my continued employment. I expressly authorize any present or former employer, school, college, or university, utility company, credit or finance bureau, personal reference, chief law enforcement officer, any member of any local, state, or federal law enforcement agency, or any other person to give the company any information (written or oral) or records concerning me or my qualifications, employment (including but not limited to the reasons for my termination), credit, reputation, mode of living, education, or criminal record. I unconditionally release the company and its representatives and agents and all persons from whom they request information from any and all liability relating to such request for information or any information provided.

I understand that, if hired, my employment will be strictly “at-will”. That means that my employment is for an indefinite period and that either the company or I may terminate the employment at any time, for any or no reason, with or without notice. I further understand that no verbal statements or statements in any company policy or procedure manual, employee handbook, or other document shall be construed to have altered the at-will nature of my employment. No company manager or representative shall be authorized to make any representations to the contrary.

I understand that this application will be active only for a specific position identified above and only during the period the company is seeking to fill the current opening(s), and that any job offer, or if hired, my continued employment, may be conditioned upon a medical examination and/or alcohol or drug testing.

Signature

Date