

# Valencia Presbyterian Church

## EMPLOYMENT APPLICATION

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

### PERSONAL INFORMATION:

Date: \_\_\_\_\_ Position: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Full Time    Part Time    Temporary   Referral Source \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Soc. Security #: \_\_\_\_\_

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

Have you ever been convicted of or charged with a felony or misdemeanor?  Yes    No

If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

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

Have you ever been charged or convicted of a child abuse or sexual abuse offense?  Yes    No

If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

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

Have you or any person or entity with whom you have been associated with, filed for bankruptcy, been declared bankrupt or insolvent or been the subject of any receivership proceedings within the last 7 years?  Yes    No

If Yes, please provide full details, including dates, places, amounts involved and disposition:

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

Do you currently have Act 33-Child Abuse and Act 34-Criminal clearances?  Yes    No

\*You will be required to provide copies of clearance forms or have clearances done if hired.

**EDUCATION:**

Schools/Colleges Attended:	# Years	Year Graduated	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT / WORK EXPERIENCE:**

Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
 Dates of Employment (Month/Year): From: \_\_\_\_\_ To: \_\_\_\_\_  
 Last Pay Rate: \_\_\_\_\_  Per Hour  Per Year

Employer: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
 Dates of Employment (Month/Year): From: \_\_\_\_\_ To: \_\_\_\_\_  
 Last Pay Rate: \_\_\_\_\_  Per Hour  Per Year

Employer: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
 Dates of Employment (Month/Year): From: \_\_\_\_\_ To: \_\_\_\_\_  
 Last Pay Rate: \_\_\_\_\_  Per Hour  Per Year

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**REFERENCES:**

Please provide the following information for 3 references (business or personal) other than a relative.

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Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ How Long: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ How Long: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ How Long: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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**SPECIAL SKILLS:**

Describe any special skills or qualifications for this work:

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**I CERTIFY** that the above information is true and complete to the best of my knowledge. I authorize Valencia Presbyterian Church to investigate any statement contained in this application as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of Valencia Presbyterian Church and that a Act 33 Child Abuse Clearance check and Act 34 Criminal Background check will be performed if hired.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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