

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 Volunteer Referral Source _____

Name: _____

Street Address: _____

City/State/Zip: _____ Soc. Security #: _____

Email Address: _____

Primary Phone: _____ Home Cell

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

REFERENCES:

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

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: _____

SPECIAL SKILLS:

Describe any special skills or qualifications for this work:

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 an Act 33 Child Abuse Clearance check and Act 34 Criminal Background check will be performed if hired.

Signed: _____ Date: _____
