



GRACE EVANGELICAL FREE CHURCH

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

PLEASE PRINT

_____	_____	_____	_____
Date	Last Name	First Name	Middle
Present Address			
_____	_____	_____	_____
No. & Street	City	State	Zip Code
Permanent Address (if different from present address)			
_____	_____	_____	_____
No. & Street	City	State	Zip Code
_____	_____	_____	
Business Phone	Home Phone	Email Address	

EMPLOYMENT DESIRED

Position applying for: _____

Are you applying for:

Regular full-time work? Yes No

Regular part-time work? Yes No

Temporary work, e.g., summer or holiday work? Yes No

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, what date can you start work? _____

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

How did you hear about our company and this job opening? _____

Have you ever applied to or worked for Grace Evangelical Free Church before? ... Yes No

If yes, when? _____

Why are you applying for work at Grace Evangelical Free Church?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives or present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Do you attend Grace Evangelical Free Church Yes No

If yes, are you a member? Yes No

If no, where do you attend? _____

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EDUCATION, TRAINING, AND EXPERIENCE

School	Name and Address	No. of Years Completed	Did You Graduate?	Degree or Diploma
High School	_____ Name _____ Address _____ City State Zip Code	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College/ University	_____ Name _____ Address _____ City State Zip Code	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Vocational/ Business	_____ Name _____ Address _____ City State Zip Code	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Health Care Training	_____ Name _____ Address _____ City State Zip Code	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Grace Evangelical Free Church? Yes No

If so, please explain:

EMPLOYMENT APPLICATION

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

_____ Name of Employer	_____ Phone Number		
_____ Type of Business	_____ Your Supervisor's Name		
_____ Address & Street	_____ City	_____ State	_____ Zip Code
Dates of Employment: _____ From To			

Your Position and Duties

Reason for Leaving

Current employer? Yes No

May we contact this employer for a reference? Yes No

_____ Name of Employer	_____ Phone Number		
_____ Type of Business	_____ Your Supervisor's Name		
_____ Address & Street	_____ City	_____ State	_____ Zip Code
Dates of Employment: _____ From To			

Your Position and Duties

Reason for Leaving

Current employer? Yes No

May we contact this employer for a reference? Yes No

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EMPLOYMENT HISTORY, CONTINUED

Name of Employer _____ Phone Number _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
From _____ To _____

Your Position and Duties _____

Reason for Leaving _____

Current employer? Yes No

May we contact this employer for a reference? Yes No

Name of Employer _____ Phone Number _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
From _____ To _____

Your Position and Duties _____

Reason for Leaving _____

Current employer? Yes No

May we contact this employer for a reference? Yes No

EMPLOYMENT APPLICATION

Please read carefully, initial each paragraph, and sign below:

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize Grace Evangelical Free Church to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Initials I have read and hold to Grace Evangelical Free Church's Ministry Values and Statement of Faith.

Grace Evangelical Free Church will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Date

Applicant's Signature