

APPLICATION FOR EMPLOYMENT



Position Applied For: _____
Email Address: _____
Social Security Number _____ - _____ - _____

Personal Data Please Print

Last Name First Name Middle Name Date of Birth

Present Address (Street, City, State and Zip Code) _____

Business or School Phone No. (____) _____ - _____ Home Phone No. (____) _____ - _____

Please Notify in Case of Emergency:
Name: _____ Phone No. (____) _____ - _____
Address (Street, City, State and Zip Code) _____

Relationship _____ When could you start employment? _____

Are you willing to work overtime? Yes No Are you willing to travel? Yes No

U.S. Citizen Yes No Driver's License Yes No

If you are not a citizen, do you have a legal right to remain and work in the U. S.? Yes No

If yes, give Visa # and work permit # _____

Have you ever been convicted of a crime? Yes No If yes, state offense, date, location and explain.

Offense	Date	Location	Explanation
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Have you ever been arrested? Yes No
If yes, please explain _____

What are your hobbies? _____

CLERICAL EXPERIENCE

Do you type? Yes No Speed _____ wpm _____

Computer Equipment _____

Other _____

List any other office qualifications, additional skills, or technical/professional knowledge that you possess, including the ability to write and/or speak any foreign languages that would support your qualification.

List any licenses, publications or professional achievements that would support your qualification.

Do you have any physical challenges or conditions which would interfere with your performance of job(s) which you are seeking? Yes _____ No _____ If yes, please describe.

EDUCATION

Type	Name of School/Location	Course/Degree Received	Dates		Did You Graduate	
			FROM Month	TO Year	Yes	No
High School/Prep						
GED						
Colleges/Vocational						
Colleges/Vocational						
Other						

Work Experience (All requested information must be provided!)

List a complete history of ALL employers (including part-time and temporary employment) since you graduated or last attended high school. Use additional sheet(s) of paper if necessary.

Name of Present/Last Employer _____

Complete Address _____ City _____ State _____

Position _____ Name of Last Supervisor _____

Start Date _____ Ending Date _____ Pay _____ Hourly Weekly Monthly

Salary and position at date of employment _____

Salary and position at date of leaving _____

Still employed or reason for leaving _____

Name of Present/Last Employer _____

Complete Address _____ City _____ State _____

Position _____ Name of Last Supervisor _____

Start Date _____ Ending Date _____ Pay _____ Hourly Weekly Monthly

Salary and position at date of employment _____

Salary and position at date of leaving _____

Still employed or reason for leaving _____

Name of Present/Last Employer _____

Complete Address _____ City _____ State _____

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Still employed or reason for leaving _____

Name of Present/Last Employer _____

Complete Address _____ City _____ State _____

Position _____ Name of Last Supervisor _____

Start Date _____ Ending Date _____ Pay _____ Hourly Weekly Monthly

Salary and position at date of employment _____

Salary and position at date of leaving _____

Still employed or reason for leaving _____

Have you ever been suspended, dismissed or asked to resign from any previous job? _____

If so, when and why? _____

REFERENCES (List Three)

Do not refer to mere acquaintances, previous employers or relatives. List people whom you know well either personally or professionally.

NAME	OCCUPATION	ADDRESS/TELEPHONE NO. (INCLUDE AREA CODE)

I understand that furnishing false information on this form is reason for disqualification as a candidate for employment or cause for immediate termination if I am employed. I authorize any investigation or verification of all statements given on this application.

You May You May Not Contact my present employer.

Date _____ Signature _____

Parent/Guardian Signature _____

(If applicant is under the age of 18.)

An Equal Employment Opportunity Employer: M/F

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Dr. Kenneth L. Samuel, Senior Pastor & Organizer