

Please note that we are not in the business of offering legal advice, and as such, any use of this application should be reviewed by your legal counsel before use to be sure it meets the requirements of your state or other governmental entity, or other entity that may be involved with your organization. This form is not designed to be a boiler plate application, since each organization has specific needs that should be reviewed with your legal counsel.

Employment Application Elements

Interviewer _____

Date _____

SECTION I - Personal Information

Name _____
Last First Middle

Present Address _____
Street City State Zip

Phone _____ Best time to call _____ SS # _____

Previous Address _____
Street City State Zip

Referred by _____

Current church attending _____ Regular attender since _____

Previous Church attended _____ Regular attender since _____

Could you briefly describe your religious testimony ? _____

SECTION II - Position Desired

Position _____ Date available to start _____ Desired starting salary _____

Have you ever applied with us before? (N / Y) _____ If yes, for what position ? _____ When _____

What would list as your greatest challenges in your previous positions? _____

What would list as your greatest accomplishments in your previous positions? _____

List any special skills, training or knowledge you have for this position and any other achievements you would like considered.

Why do you feel you are qualified for this position? _____

What do you consider your strengths for this position? _____

What do you consider your weaknesses for this position? _____

If you are lacking in any qualification that is necessary for this position are you willing to work to improve yourself so as to meet required qualifications? (Y / N) _____

Have you read our employee handbook completely ? (Y / N) _____ Do you feel you can fully agree with our employee handbook? (Y / N) _____

Do have any question or any issue with anything presented in our employee handbook, or Statement of Faith ? (if so please let us know)

SECTION III - Education

Kind	Name and location	Completed Last year	Graduate (Y/N)	Degrees or Designations	Subjects Studied?
Grammar School?					
High School?					
College?					
Graduate Schooling?					
Business School?					
Vocational School?					
Trade School?					
Other training?					

If you have done or been involved with hobbies, projects, skills or other knowledge that may pertain to the position you are applying for which you wish to have considered, please describe the nature of those and their possible relationship to the position. _____

SECTION IV- Employment History

Month/Year	Name, Phone, Address of Employer	Salary Starting/Ending	Position / Description Duties	Supervisor Reason for Leaving	May we Contact
From					
To					
From					
To					
From					
To					
From					
To					

Are you legally eligible for employment in this country? (Y / N) _____

Please Note: If you are hired, you will be required to produce documents about your eligibility for employment in order to complete an I-9 Form.

Please Note: If you are applying for a position with an employer in the state of Ohio, a New Hire Form will be required to be filled with the state.

Addition items you feel we should know or consider.

SECTION V- References

Please give us three references not related to you that you have known for at least one year, that were not former employers, preferably persons you have had some type of business relationships with, which we may contact.

Reference	Name	Address	Phone	Relationship	Years known
1					
2					
3					

SECTION VI- Background

Have you read our employee handbook completely ? (Y / N)_____ Do you feel you can fully agree with our employee handbook? (Y / N) _____

Please give us a yes or no answer to the following questions. If you feel an explanation if necessary please give that below.

_____ Have you ever been accused of or convicted of being a participant or a perpetrator of any form of sexual misconduct, as described in our employee handbook?

_____ Would you release us and our agents from any and all liability to obtain a letter of background reference from your former church, employer, and or other organization?

_____ Would you release us and our agents from any and all liability to obtain a background and criminal records check as part of our engagement with you?

SECTION VII- Further acknowledgements and releases

Would you be willing to meet with your director or supervisor for a new employee orientation meeting if your application should be accepted? (Y / N) _____

Would you be willing to accept arbitration as the sole form of settlement for employee/employer disagreements or disputes should any surface with regard to your employment with us as outlined in our employee handbook ? (Y / N) _____ **Please Note:** I understand that this application may be withdrawn or my employment terminated if any misrepresentations were given with this form or omissions of facts. I authorize you or your agents to contact any employer or reference given on this application to confirm given information and or obtain other job related information concerning myself.

I also release any person, current or former employee or other organizations which provides that information, from any and all liability **I further understand and agree that my employment is for no definite period if accepted, with "at will" employer, and any employee may be terminated at any time, with or without cause. If employment is accepted with you I further release you and your agents from any and all liability for replying to some future inquiries for information concerning my employment with you, excepting only the communication of knowingly false information.**

Signature

Print Name

Date

Please do not write below this line

Interviewer Remarks

_____ Hired	_____ Received replies from former employers	Starting Salary/Wage _____
_____ Discussed / applied for any employee benefits	_____ Received reference replies	Supervisor/director _____
_____ Completed new employee orientation	_____ Completed withholding form	Position _____
_____ Does work space meet necessary needs	_____ Completed I-9	Presented _____
_____ Determined work space	_____ If Ohio Completed New Hire Form	Abilities _____
_____ Completed background/criminal checks	_____ Reviewed with Supervisor	_____