

# APPLICATION FOR EMPLOYMENT



All applications should be completed digitally and submitted along with a pdf resume to: **CAREERS@HOPEPRES.COM**

We are an equal opportunity employer. We are dedicated to a policy of non-discrimination in employment on any basis protected by state or federal law, including race, color, age, sex, national origin, and disability.

## PERSONAL INFORMATION

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Name \_\_\_\_\_  
Other Last Names Used \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Present Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## EMPLOYMENT DESIRED

Full Time    Part Time    Temporary

Position \_\_\_\_\_

Days available to work    S    M    T    W    TH    F    S

Hours available to work \_\_\_\_\_

Available start date \_\_\_\_\_

Are you willing to work overtime?    Yes    No

Rate of Pay Expected? \$ \_\_\_\_\_ per \_\_\_\_\_

Are you at least 18 years of age?    Yes    No  
*If not can you provide a valid Work Permit, high school diploma, or equivalent?    Yes    No*

If hired, can you verify that you have the legal right to work in the United States?    Yes    No

Are you presently on layoff from another job and subject to recall?  
Yes    No    *If so, please explain:*

Do you have any special skills, training, or experience that may help qualify your for employment?    Yes    No    *If so, please explain:*

Do you have any certificates or licenses that may help you qualify for employment?    Yes    No    *If so, please explain:*

What languages can you speak, read or write fluently?

Have you ever served in the Armed Forces?    Yes    No  
*If so, Branch* \_\_\_\_\_  
*Rank* \_\_\_\_\_ *Years of Service* \_\_\_\_\_

Do any of your relatives work for this church?    Yes    No  
*If so, who?* \_\_\_\_\_

Have you applied for work at this church before?    Yes    No  
*if so, when?* \_\_\_\_\_

Have you ever worked for this church before?    Yes    No  
*If so, when?* \_\_\_\_\_  
*If so, why the are you applying again?*

How did you learn of this employment opportunity?

## EDUCATIONAL BACKGROUND

### High School

Name \_\_\_\_\_  
Location \_\_\_\_\_  
Years Completed \_\_\_\_\_  
Received: Diploma/Degree \_\_\_\_\_

### Trade, Business, or Technical

Name \_\_\_\_\_  
Location \_\_\_\_\_  
Years Completed \_\_\_\_\_  
Course Of Study \_\_\_\_\_  
Received: Diploma/Degree \_\_\_\_\_

### College, University

Name \_\_\_\_\_  
Location \_\_\_\_\_  
Years Completed \_\_\_\_\_  
Course Of Study \_\_\_\_\_  
Received: Diploma/Degree \_\_\_\_\_

### Seminary, Graduate or Professional

Name \_\_\_\_\_  
Location \_\_\_\_\_  
Years Completed \_\_\_\_\_  
Course Of Study \_\_\_\_\_  
Received: Diploma/Degree \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Please start with your most recent job and include all periods of employment, self-employment, military service and volunteer work. Be accurate and account for all of your time over the past ten (10) years, including any gaps in your employment history. **Do not substitute a resume for this section.**

**Employer** \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position(s) held \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_  
May We Contact? Yes No  
Reason for Leaving \_\_\_\_\_  
Description of Primary Responsibilities \_\_\_\_\_  
\_\_\_\_\_

**Employer** \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position(s) held \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_  
May We Contact? Yes No  
Reason for Leaving \_\_\_\_\_  
Description of Primary Responsibilities \_\_\_\_\_  
\_\_\_\_\_

**Employer** \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position(s) held \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_  
May We Contact? Yes No  
Reason for Leaving \_\_\_\_\_  
Description of Primary Responsibilities \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Personal references you have known at least one year  
(Please do not list relatives or former employers)

1. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Business \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

2. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Business \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

3. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Business \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Do you have a valid driver license? Yes No  
License Number \_\_\_\_\_ State \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor, had adjudication of a crime withheld, or pled no contest to a crime?  
Yes No

Please state the circumstances with regard to each conviction  
(Note: Conviction will not necessarily disqualify you for employment)

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

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

**CERTIFICATION AND ACKNOWLEDGMENT**

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, and falsification or omission on the Application for Employment will be considered grounds for termination.

I authorize Hope Presbyterian Church to investigate thoroughly my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the Church any and all information they may have concerning my previous employment or volunteer work.

In addition, I hereby release the Church, my former employers, and all other persons from any and all claim, demands, or liabilities arising out of, or in any way related to, such disclosure.

I acknowledge that, prior to or during my employment, the Church may require testing and/or examination as permitted by law, including but not limited to medical, physical, drug and/or alcohol, psychological, and skill and aptitude testing. Hope Presbyterian Church conducts background checks on those who are offered an employment position. A financial credit check may also be required depending on the specific responsibilities of the position.

I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. I may invoke my right to inspect any information provided about me by any consumer reporting agency.

I also acknowledge that, if employed, both the Church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship will remain in effect throughout my employment with the Church. No oral or implied agreement is intended to create a contract of employment, and this employment-at-will relationship may only be modified if executed in writing and signed by the COO.

Moreover, I understand that Hope Presbyterian Church's handbook is intended only as an explanation of its employment practices, policies, benefits, and as a general guide to working for the Church. The handbook does not represent contractual terms of employment, and I agree that, despite any language that may be found in the handbook, employment at Hope Presbyterian Church is strictly at-will.

**Yes, I have read and agree with the statement above.**

Full Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_