

APPLICATION FOR EMPLOYMENT

Please print all information and answer every question.

Village Seven Presbyterian Church is a religious organization that complies with any applicable discrimination laws. **The Church reserves the right to discriminate on the basis of religion to the full extent permitted by law.** We consider all positions to be ministerial at core.

PERSONAL INFORMATION

Name _____ Date _____
LAST FIRST MIDDLE INITIAL

Address _____
STREET CITY STATE ZIP CODE

Social Security Number _____ Telephone Number(s) _____
Home Cell

Email _____

Are you 18 years of age or older? _____ If hired, you may be required to submit proof of age.

Are you legally eligible for employment in the US? _____ (Proof of citizenship or immigrant status will be required for employment)

When can you start? _____ How were you referred to us? _____

Have you worked here or applied here before? _____ If so, when? _____

For driving jobs only: Do you have a valid drivers license and proof of insurance? _____

Please enter Drivers License Number _____

Please explain any suspensions or revocations of your drivers license in the past seven years on a separate sheet of paper.

POSITION DESIRED

Position Title: _____

Circle One: FULL TIME PART TIME ON CALL

EDUCATIONAL BACKGROUND

	Name and Location	Degree or Diploma Obtained	Subject Area
High School or GED			
Vocational Training			
College or University			

List any additional special skills or professional knowledge that you may have:

EMPLOYMENT EXPERIENCE

List all of your current and previous positions (paid and unpaid) in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____
Would you like to be notified before we contact your present employer? YES NO
2. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____
3. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____
4. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____
5. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

Within the past three years, what employment or volunteer responsibilities have given you the most personal satisfaction and why?

REFERENCES

* **One reference must be a person of the opposite sex, one a family member, and the rest non-family members.** Do not include supervisors listed on the previous page. (Please include complete address, city, state, zip code)

PERSONAL

Name		Address			
City	State	Zip	email	phone	

PROFESSIONAL/CIVIC

Name		Address			
City	State	Zip	email	phone	

FAMILY MEMBER

Name		Address			
City	State	Zip	email	phone	

PERSONAL

Have you worked or attended school under any other name? _____

Addresses where you have lived in the past seven years: (Use back of page for additional addresses if needed)

OTHER QUESTIONS

1. Name of church of which you are a member: _____
2. Are you certain of eternal life? _____ Yes _____ No
3. Suppose you were to die tonight, and, standing before God, He asked you, "Why should I let you into Heaven?" What would you say? _____

LEGAL HISTORY

1. Have you ever been charged, arrested, indicted, convicted or placed on regular or deferred probation for any crime other than a traffic ticket?

If so, please give a short explanation of the incident in the space above or on another sheet of paper, including the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including the employer's contact information.

2. Are you currently under indictment for any crime other than a traffic ticket?

If so, please give a short explanation of the incident in the space above or on another sheet of paper, including the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including the employer's contact information.

3. Are you currently on probation (regular or deferred) for any crime other than a traffic ticket?

If so, please give a short explanation of the incident in the space above or on another sheet of paper, including the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including the employer's contact information.

4. Have you been arrested for, charged with, under regular probation or deferred adjudication for, or convicted of a felony or misdemeanor crime of moral turpitude (crimes of moral turpitude include fraud, theft, and dishonesty)?

If so, please give a short explanation of the incident in the space above or on another sheet of paper, including the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including the employer's contact information. An affirmative answer does not necessarily disqualify applicant from employment.

5. Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, and the disposition of the allegations.

6. Have you ever been reported to any organization or registry for abuse or misconduct involving children?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, and the disposition of the allegations.

7. Do you have any investigation, review or disciplinary action pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, the disposition of the allegations, and your employer/organization at the time, including the employer/organization's contact information.

8. Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, the disposition of the allegations, and the organization or your employer at the time, including the organization's/employer's contact information.

9. Have you ever been reprimanded, or asked to leave or end your involvement/work in any program or organization providing services to children?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, the disposition of the allegations, and the program/organization at the time, including the program/organization's contact information.

10. Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, and the disposition of the allegations.

11. Do you now or have you ever sought out or intentionally viewed child pornography?

12. Has anyone ever accused you of physical abuse or sexual abuse?

If so, please give a short explanation of the complaint in the space above or on another sheet of paper, including the date, nature and place of the incident leading to the accusation, and the disposition of the matter.

13. Have you ever been the subject of a civil lawsuit involving, or an investigation or allegation of, sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children?

If so, please give a short explanation of the complaint in the space above or on another sheet of paper, including the date, nature and place of the incident leading to the accusation, and the disposition of the matter.

14. Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, or sexual harassment by you?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including the employer's contact information.

15. Are you required to register as a sex-offender?

If so, please give a short explanation of the incident in the space above or on another sheet of paper, including the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including the employer's contact information.

16. Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for reasons related to theft, or mishandling of monies or company property?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including the employer's contact information.

17. Answer this question if the position you are applying for includes driving: Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for an unsafe driving record? Have you had any tickets or accidents in the last 5 years?

If so, please give a short explanation of the allegations in the space above or on another sheet of paper, including the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including the employer's contact information.

APPLICANT'S DECLARATION, AUTHORIZATION AND RELEASE

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Employer and its agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so. If I am employed, I understand that I will be employed on an at-will basis for an indefinite period of time and that my employer may terminate my employment at any time and for any reason.

Date

Printed Name

Signature

For Church Administration Use Only

First Interview _____
Name of Interviewer(s) *Date*

Observations _____

Second Interview _____
Name of Interviewer(s) *Date*

Observations _____

Employed: YES NO Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

Department _____ Supervisor _____

By _____ Date _____
Name and Title