

APPLICATION FOR EMPLOYMENT

PLEASE PRINT (Answer all questions even if attaching a resume)

In compliance with the Federal and State employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or disability.

Date _____

Name _____
(LAST) (FIRST) (MIDDLE)

Home Address _____

Home Phone _____ Business Phone _____

Email _____ Fax _____

Are you known to schools/references by another name? No Yes If yes, by what name: _____

Check if applicable: Clergy Lay Annual Conference Affiliation: _____

Referral Source: _____ Professional Colleague Relative Other: _____

Are you available to work? Full Time Part Time Temporary

Have you been employed here before? No Yes If yes, give dates: _____

Do you have authorization by the Immigration & Naturalization Service to accept employment in the United States? Yes No

Do any of your relatives work here? No Yes If yes, list name(s): _____

Have you been convicted of a felony? Yes No
(Conviction will not necessarily disqualify applicant from employment)

Is there a felony charge pending? Yes No

If yes, please explain: _____

Can you travel if the position requires it? Yes No

Position(s) applied for _____ Salary Requirements \$ _____

Training and/or experience as indicated below:

	TRNG.	EXP.		TRNG.	EXP.
Microsoft Windows			Typing		
Microsoft Word			Data Entry		
Microsoft Excel			Switchboard		
Microsoft Access			Host/Hostess Guide		
Power Point			Marketing and Production		
Macintosh			Publishing		
InDesign/InCopy			Electronic Publishing		
HTML			Electrical Maintenance		
Accounting			HVAC & Heating		
Bookkeeping			General Maintenance		
Writing and Editing			Human Resources		
Supervision					
Other					
Describe other specialized training, apprenticeship, experience, and/or skills.					
What professional writing have you done? Anything published?					
Professional and/or service organizations in which you are active, including offices held.					

If job related, what other languages do you speak, read, and/or write fluently?

	GOOD	FAIR	POOR
SPEAK			
READ			
WRITE			

EMPLOYMENT EXPERIENCE

PLEASE COMPLETE ALL INFORMATION requested below even if a resume is enclosed. List each job held. Start with your present job. Include military service and volunteer activities.

1	Employer	Address		City, State, Zip Code	
	Phone	Dates Employed (Month and Year) From To		Beginning Salary	Ending Salary
	Title		Manager / Supervisor		
	Duties You Performed				
	Reason For Leaving				
2	Employer	Address		City, State, Zip Code	
	Phone	Dates Employed (Month and Year) From To		Beginning Salary	Ending Salary
	Title		Manager / Supervisor		
	Duties You Performed				
	Reason For Leaving				
3	Employer	Address		City, State, Zip Code	
	Phone	Dates Employed (Month and Year) From To		Beginning Salary	Ending Salary
	Title		Manager / Supervisor		
	Duties You Performed				
	Reason For Leaving				
4	Employer	Address		City, State, Zip Code	
	Phone	Dates Employed (Month and Year) From To		Beginning Salary	Ending Salary
	Title		Manager / Supervisor		
	Duties You Performed				
	Reason For Leaving				

Please list any jobs you have held in the last 5 years that are not included above on a separate sheet.

May we contact your present employer? Yes No

EDUCATION

	High School	College / University / Graduation Date	Graduate / Professional / Graduation Date
Years Completed			
School Name			
City, State			
Diploma / Degree			
Describe Course of Study			

REFERENCES: Give name, professional relationship, address, and phone numbers of three references not related to you:

Name	Address	Phone Number	
		Home	Business
1. Manager / Supervisor			
2. Business Associate			
3. Character			
4. If clergy, indicate Bishop and District Superintendent:			
Bishop _____		Phone: _____	
District Superintendent _____		Phone: _____	

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of Discipleship Ministries.

I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment.

Signature of Applicant

Date