



EMPLOYMENT APPLICATION

Answer all questions completely in your handwriting in ink.

I. PERSONAL INFORMATION

Last Name		First	Middle	Date
Street Address				Home Phone ()
City		State	Zip	Mobile/ Other Phone
If necessary, best time to call you at is: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Preferred Phone – Cell or Home		Email Address:		
Have you ever been involuntarily terminated or requested to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, can you provide verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are under age 18, and it is required, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, would you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Name: _____		Do you have friends or relatives working for our church? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name and relationship: _____		
Have you submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give dates: / /		Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give dates: / /		
<i>Please Note: Criminal conduct that resulted in a conviction that was sealed or annulled by a court, any conviction for which probation has been successfully completed, or otherwise discharged and the case has been judicially dismissed, should not be listed or included. Conviction is not automatic disqualification for consideration of employment.</i>				
Have you ever pled "guilty" or "no contest" to, or been convicted of a misdemeanor or felony within the past ten years? If Yes, list offense, date and disposition: _____				
Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? If Yes, list offense, date and disposition: _____				

II. EMPLOYMENT INTERESTS

Position Desired	Date Available	Salary Desired	Would you be willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Employment Desired <input type="checkbox"/> Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time		Days and hours available for work:	
How were you referred to Magnolia Church? <input type="checkbox"/> Ad (where) _____ <input type="checkbox"/> Employee Referral (Name) _____ <input type="checkbox"/> Agency (Name) _____ <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/> Walk-in			

III. EDUCATION INFORMATION

School Level	Name and Location of School	Course of Study	Circle last grade completed	Did you graduate? <input type="checkbox"/> Y <input type="checkbox"/> N	Degree or Diploma
High School			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
College/University			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Post Graduate			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Business/Trade Technical			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	

IV. SKILLS – If Applicable for Position for Which You Are Applying

Typing Speed _____ wpm	10 key by Touch	Foreign Languages (indicated proficiency to speak, read and write)
PC Skills (Indicate software used)		
Do you have any experience, qualifications or special skills, which you think make you especially suited for work at this company? Explain		



V. EMPLOYMENT INFORMATION (Start with Current or Most Recent Employer)

1	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

VI. ACKNOWLEDGEMENT

Please read carefully and sign below

I certify that all information I have provided in order to apply for and secure work with Magnolia Church is true, complete and correct. I understand that any offer of employment I receive may be contingent on passing a job-related physical examination, and/or satisfactory completion of a background examination.

I expressly authorize, without reservation, the employer, its representative, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the church does not unlawfully discriminate in employment and no question on this application is used for the purpose of omitting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I hereby acknowledge that I have read the above statements and understand. I certify that I, the undersigned applicant, have personally completed this application. I declare under penalty of perjury that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

Applicant Signature	Date:
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REFERENCE REQUEST FORM

Applicant Name: _____

Position Applying For: _____

VII. PROFESSIONAL REFERENCES

*List five professional references who we have permission to contact.
They must be current or previous supervisors or co-workers. (Do not list family or friends.)*

1	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together
2	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together
3	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together
4	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together
5	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together

