

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard for race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) For Which You are Applying	Date of Application
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How Did You Learn About Us?

Advertisement Friend Church Bulletin / Announcement Inquiry
 Employment Agency Relative Church Website Other _____

Last Name	First Name	Middle Name
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Address	City	State	Zip Code
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Telephone Number(s)	Social Security Number
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Best time to contact you at home is: _____ : _____ am / pm

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you filed an Application with us previously? Yes No
If 'yes', give date _____.

Have you previously been employed by St. Paul's or the Early Learning Center? Yes No
If 'yes', give date _____.

Do any of your friends or relatives work for St. Paul's or the Early Learning Center? Yes No
If 'yes', provide name, relationship, location: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country due to Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available to work: ___/___/___ What is your desired salary range? _____

Please indicate when you are available to work: Full Time
 Part Time (Please indicate ___ Morning ___Afternoon ___Evening)

Are you currently on "lay-off" status and subject to recall? Yes No

Please be aware that many positions within the church require a criminal background check.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergrad College				
Graduate/ Professional				
Other (Please Specify)				

WORK EXPERIENCE (please start with your present or last job)

Employer	Dates Employed		Work Performed
Address	From:	To:	
City, State, Zip	Hourly Rate / Salary		
Telephone Number(s)	Starting	Final	Supervisor
Starting/Present Title			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From:	To:	
City, State, Zip	Hourly Rate / Salary		
Telephone Number(s)	Starting	Final	Supervisor
Starting/Present Title			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From:	To:	
City, State, Zip	Hourly Rate / Salary		
Telephone Number(s)	Starting	Final	Supervisor
Starting/Present Title			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From:	To:	
City, State, Zip	Hourly Rate / Salary		
Telephone Number(s)	Starting	Final	Supervisor
Starting/Present Title			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide explanation for any gaps in employment: _____

Describe any pertinent specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the US military.

List professional, trade, business or civic activities and offices held.

Additional Information and Specialized Skills (please provide additional information you feel may be helpful when considering your application.)

I have received and read a copy of the _____ Position Description, and am capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job for which I am applying.

Yes No

PERSONAL / PROFESSIONAL REFERENCES

Name	Phone Number	Best Time to Call	E-Mail Address	Occupation/Title

APPLICANT'S STATEMENT

I certify that answers provided herein are true, accurate and complete. I authorize investigation of all statements, as may be necessary, to arrive at an employment decision. This application will be considered active for no longer than 60 days. I understand that any employment relationship with St. Paul's is of an "at will" nature, which means that the employee may resign at any time and St. Paul's may discharge the employee at any time, with or without cause.

In the event of employment, I understand that false or misleading information provided on this application or during interview(s). I understand, also, that I am required to abide by the rules and regulations of the employer as noted in the St. Paul's Employee Handbook and in other St. Paul's policy and procedure documents.

Applicant Signature

Applicant Printed Name

Date of Application