

APPLICATION FOR EMPLOYMENT

No question on this application is intended to obtain information to be used for discrimination.

Erin Presbyterian Church has a vital interest in providing its employees with a safe, healthful and efficient work environment. It is our policy to maintain a work place free from drug and/or alcohol misuse and abuse.

Employment will be subject to a satisfactory background check and a drug screening in accordance with state and federal law. Your signature on this form is your consent to the drug test.

PERSONAL

Last Name		First		Middle	
Present Street Address				Soc. Sec. No.	
City, State, Zip				Home Phone	
				Business Phone	
Position Applied for			Salary Requirement		
				E-mail Address	
Source of Referral:		Date Available for Employment			
Are you authorized to work in the U.S.?		Have you ever been employed by Erin?			
Do you have any relatives who work for Erin? (Provide names and relation)					

EDUCATION

List all Schools Attended	Name and Address of school	Scholastic Average	Did you Graduate?		Degree	Major Course of Study
			Yes	No		
High/Prep School						
College						
Graduate						
Additional Education Trade School				Professional License or Certifications		
List other job-related educational experiences or activities:						
Your name(s) when in school, if different than your present name:						

U.S. MILITARY RECORD

BRANCH OF SERVICE	RANK HELD:		
	ENTRY:	RELEASE:	
IDENTIFY MILITARY TRAINING AND DUTIES THAT YOU BELIEVE ARE RELEVANT TO YOUR EMPLOYMENT:			

EMPLOYMENT HISTORY (COVERING PAST 10 YEARS) USE SEPARATE SHEET IF NEEDED

PRESENT & FORMER EMPLOYERS List Most Recent First	Salary/Wage		MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
	Starting	Leaving	
Company Name			Job Title & Duties
Address			Dates of Employment From To
City, State, Zip			Reason for Leaving
Supervisor (and phone number, if known)			Your Name When Employed (If Different From Present Name)
Company Name			Job Title & Duties
Address			Dates of Employment From To
City, State, Zip			Reason for Leaving
Supervisor (and phone number, if known)			Your Name When Employed (If Different From Present Name)
Company Name			Job Title & Duties
Address			Dates of Employment From To
City, State, Zip			Reason for Leaving
Supervisor (and phone number, if known)			Your Name When Employed (If Different From Present Name)
Company Name			Job Title & Duties
Address			Dates of Employment From To
City, State, Zip			Reason for Leaving
Supervisor (and phone number, if known)			Your Name When Employed (If Different From Present Name)

Please account for any time you were not employed after leaving school in the past ten years (you need not list any unemployment periods of one month or less).

<u>Time Period(s)</u>	<u>Reason for Unemployment</u>

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills, qualifications, licenses, hobbies, professional, business or civic experiences that you think would especially qualify you for employment. (You may exclude those that indicate race, sex or national origin.)

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REFERENCES (other than relatives)

Name	Phone	Occupation	Yrs. Known

Have you ever been convicted or pled guilty of a crime, excluding misdemeanors and summary offenses? (A record of your past convictions is not an automatic bar to employment with this company.) If yes, explain:

PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION.

- I understand that nothing in this employment application, in Erin Presbyterian Church’s policy statement or personnel guidelines, or in my communications with any organization official is intended to create an employment contract between Erin Presbyterian Church and me.
- I understand that Erin Presbyterian Church has the right to modify its policies without my agreement and without giving me any notice of the changes. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the church unless it is made in writing and signed by an authorized church representative.
- I understand that employment will be subject to my submitting documentary proof of my identity and legal eligibility to work.
- I understand that the Erin requires the successful completion of a drug and/or alcohol test as a condition of employment.
- I understand that Erin Presbyterian Church follows an “employment at will” policy, and that the church or I may terminate my employment at any time or for any reasons consistent with applicable state or federal law.
- I hereby authorize Erin Presbyterian Church and its affiliates to verify any of the statements made in my application for employment; to solicit documents or information related to the information on my application, including matters of education, employment or opinion related to character, ability and past conduct; and I hereby authorize the release of such information in written and/or verbal form to the and its affiliates. I hereby release all organizations, institutions, companies and individuals from all liability for any damage for releasing this information. A copy or facsimile transmittal of this authorization shall be acceptable as my valid authorization for the above.
- I authorize investigation of all statements contained in this application and I understand that misrepresentation or omissions of facts are cause for withdrawal of employment offers and/or termination of employment. I hereby affirm that to the best of my knowledge all answers to the foregoing are true and correct.

SIGNATURE OF APPLICANT**DATE**