APPLICATION FOR EMPLOYMENT

CHURCH OF THE RESURRECTION, ROCHESTER, MN

# PERSONAL INFORMATION Date

Name

Last First Middle

Present Address

Street City State Zip

Email Address

Contact No. Are you 18 years or older? 🞏YES 🞏NO

Social Security #

If not a U.S. Citizen, list Alien Registration:

(You must prove employability as a U.S. Citizen or an alien with proper papers if and when you are hired: The Immigration Reform and Control Act of 1986)

Religion

# EMPLOYMENT DESIRED

Date You Salary

POSITION Can Start Desired

Are you employed now? If so, may we inquire of your present employer?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EDUCATION | NAME AND LOCATION OF SCHOOL | \*NO. OF YEARS ATTENDED | \*DID YOU GRADUATE? | DEGREE AND MAJOR |
| HIGH SCHOOL |  |  |  |  |
|  |
| COLLEGE |  |  |  |  |
|  |
| OTHER (e.g.: GRAD TRADE BUSINESS OR CORRESPONDENCE SCHOOL) |  |  |  |  |
|  |

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

Subjects of special study or research work

**FORMER EMPLOYERS** (List below your last four employers, starting with last one first.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE, MONTH & YEAR | NAME & ADDRESS OF EMPLOYER | POSITION | SALARY | REASON FOR LEAVING |
| FROM |  |  |  |  |
| TO |
| FROM |  |  |  |  |
| TO |
| FROM |  |  |  |  |
| TO |
| FROM |  |  |  |  |
| TO |

**REFERENCES** Give the names, addresses, and phone numbers of two individuals who are not related to you that would know of your professional and personal qualities. List your parish pastor or minister, if possible.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | ADDRESS | PHONE NO. | YRS. ACQUAINTED |
|  |  |  |  |
|  |  |  |  |
| Pastor/Minister |  |  |  |

**PLEASE COMPLETE ALL THE FOLLOWING**

Have you ever been the subject of allegations of sexual abuse, physical abuse, sexual harassment or exploitation?

🞏YES 🞏NO

Have you ever been charged with, accused of, or convicted of sexual abuse, physical abuse, sexual harassment or exploitation?

🞏YES 🞏NO

Have you ever been dismissed from any position because of immoral conduct, unprofessional conduct, unfitness for service, unsatisfactory service or child abuse?

🞏YES 🞏NO

Have you ever been charged or convicted of any felony or misdemeanor (other than minor traffic offenses)?

🞏YES 🞏NO

Have you ever failed or refused to fulfill a contract of employment entered into?

🞏YES 🞏NO

Reason(s) for leaving prior employment:

If the answer to any of the questions above is “yes,” a full explanation must be given and attached to this application.

### **ADDITIONAL BACKGROUND**

List interests, achievements, experiences, professional memberships, honors, that you would consider helpful in completing the picture of your background.

*A résumé is welcomed.*

“I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.”

Signature of Applicant Date

(Documents submitted with application become the property of Church of the Resurrection and will not be returned.)