



ST. ANDREW'S

PRESBYTERIAN CHURCH

ST. ANDREW'S PRESBYTERIAN CHURCH APPLICATION FOR EMPLOYMENT

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, OR THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP.

PERSONAL INFORMATION

Application Date _____

1) _____

Last Name

First Name

Middle Initial

a) List any other names you have used or by which you are known (include maiden name) _____

b) Driver's License Number _____ State _____

2) _____

Address

City

State and Zip

Telephone Number

E-Mail Address _____ Facsimile Number _____

a) Length of time at present address _____

b) List all other addresses last 15 years (if you cannot recall the address, please indicate city and state):

3) For what position are you applying? _____

4) Are you are U.S. citizen? Yes No Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No (Proof of citizenship or immigration status will be required upon employment.)

5) On what date would you be able to start work? _____

6) Are you available to work full-time part-time shift work temporarily?

7) Are you at least 18 years old? Yes No (If under 18, hire is subject to verification that you are of minimum legal age.)

8) Have you been convicted of or plead guilty or no contest to a felony or serious misdemeanor within the last ten (10) years (disregarding minor traffic violations and misdemeanor marijuana violations)? Yes No
(Note: conviction will not necessarily disqualify you from employment.)

If yes, please explain: _____

Crime is defined as any misdemeanor or felony including Juvenile Court proceedings. (Minor traffic infractions like speeding or stop sign violations are not crimes.) If a criminal conviction has been expunged pursuant to California Penal Code § 1203.4 or any similar method of eliminating a conviction, the conviction must be disclosed. The fact of expungement will be considered as a favorable factor.

9) Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

10) Church Affiliation: Member (Name of Church, City) _____

Attend (Name of Church, City) _____

11) Have you ever been asked to resign a job or to discontinue church or youth work because of allegations made by a minor – whether true or false. The church understands that some allegations are false but must evaluate each situation on a case-by-case basis. Such a prior allegation will not automatically disqualify an applicant.

Yes No If "yes," explain: _____

12) Do you have friends or relatives working for St. Andrew's? Yes No If yes, state name(s) and relationship: Name/Relationship _____

Name/Relationship _____

EMPLOYMENT HISTORY

1) Have you applied for a job here before? Yes No If yes, give date: _____

2) Have you worked here before? Yes No If yes, give date: _____

3) Are you currently employed? Yes No If yes, indicate where; for how long; position description: _____

4) May we contact your current employer? ? Yes No

5) Previous Employment:

Dates (From - To)	Employer Name and Address	Supervisor
(i) _____	_____	_____
		Position _____

Reason For Leaving _____		
Dates (From - To)	Employer Name and Address	Supervisor
(ii) _____	_____	_____
		Position _____

Reason For Leaving _____		
Dates (From - To)	Employer Name and Address	Supervisor
(iii) _____	_____	_____
		Position _____

Reason For Leaving _____		
Dates (From - To)	Employer Name and Address	Supervisor
(iv) _____	_____	_____
		Position _____

Reason For Leaving _____

EDUCATION, TRAINING, AND EXPERIENCE

- 1) School Name, City, State: Years Completed: (circle) 4 5 6 7 8 9 10 11 12 1 2 3 4 5
High School _____
College/University _____
Degree/Diploma _____
Major Subject(s) _____
Graduate Degree _____
- 2) Describe any specialized training (i.e. trade schools, etc.) certifications or apprenticeships you've had:

- 3) Do you have a license or certifications for the job applied for? ? " Yes " No
Name of License/Certification _____ Issuing state _____
License/Certification # _____
Name of License/Certification _____ Issuing state _____
License/Certification # _____
- 4) Computer Skills and Software Experience:

- 5) Employment-Related Education Courses: Currently Enrolled Date Completed

BUSINESS REFERENCES

List below two persons not related to you who have knowledge of your work performance within the last three years.

<u>Name and Address</u>	<u>Company</u>	<u>Phone Number</u>	<u>Yrs. Known</u>
1) _____ _____	_____	_____	_____
2) _____ _____	_____	_____	_____

PERSONAL REFERENCES

List below two persons not related to you who have knowledge of your work performance within the last three years.

<u>Name and Address</u>	<u>Company</u>	<u>Phone Number</u>	<u>Yrs. Known</u>
1) _____ _____	_____	_____	_____
2) _____ _____	_____	_____	_____

Please read carefully, initial each paragraph and sign below:

Init. I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Init. I hereby authorize St. Andrew's to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further authorize the references I have listed to disclose to St. Andrew's any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release St. Andrew's, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any related to such investigation or disclosure.

Init. I understand that nothing contained in the application, or conveyed during my interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and St. Andrew's and that employment is at-will. In addition, I understand and agree that if I am employed my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or St. Andrew's, and that no promises or representations contrary to the foregoing are binding on St. Andrew's unless made in writing and signed by me and St. Andrew's designated representative.

Init. If I receive an offer of employment and accept such offer, I understand that I will be required to abide by all policies set forth in the current Employee Handbook and any future revisions.

I HAVE READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF.

I declare under penalty or perjury that the foregoing is true and correct. Signed in _____, California.

Signature of Applicant

Print Name

Date