

WEST SIDE PRESBYTERIAN CHURCH APPLICATION FOR EMPLOYMENT

West Side Presbyterian Church endeavors to comply with all federal, state and local laws concerning employment discrimination*. All applicants meeting the minimum qualifications will receive consideration for employment without regard to race, color, national origin, age (over 40), pregnancy, sex, marital status or mental, physical or sensory disability, or veteran status. *EEO/AA laws permit churches and other religious organizations to discriminate on the basis of religion. To be considered for any open position, an application, cover letter and resume must be submitted.

Name _____ Today's Date _____

Street Address _____ City _____ State _____ Zip Code _____

Home # (____) _____ Work # (____) _____ Social Security # _____

Email address _____ Involvement at West Side Presbyterian Church: Member Regular attendee not involved

Position Applied for _____ Part-time Full-time Availability: Days Weekends Evenings

Acceptable starting salary? _____

Has West Side Presbyterian Church previously employed you? Yes No If yes, when? _____ Position _____

Have you worked under another name? If yes, list each name in full _____

How or from whom did you learn about this position? _____

EDUCATION	SCHOOL NAME & LOCATION	COURSE OF STUDY	DID YOU GRADUATE?	CERTIFICATE/DIPLOMA/DEGREE
HIGH SCHOOL				
COLLEGE /TECHNICAL SCHOOL				
COLLEGE /TECHNICAL SCHOOL				
OTHER				

Do you have a legal right to work in the United States? Yes No If no, please explain _____

Have you been convicted of a felony within the past 7 years? Yes No If yes, please list convictions that are a matter of public record _____
(A conviction record will not necessarily disqualify you from employment)

EMPLOYMENT HISTORY

Most Recent Employer _____ Address _____ Telephone _____

Name of Immediate Supervisor _____ Title _____

Dates Employed: From _____ To _____ Job(s) Held _____

Reason for Leaving _____

May we contact this Employer? _____

Previous Employer _____ Address _____ Telephone _____

Name of Immediate Supervisor _____ Title _____

Dates Employed: From _____ To _____ Job(s) Held _____

Reason for Leaving _____

May we contact this Employer? _____

Previous Employer _____ Address _____ Telephone _____

Name of Immediate Supervisor _____ Title _____

Dates Employed: From _____ To _____ Job(s) Held _____

Reason for Leaving _____

May we contact this Employer? _____

REFERENCES: (References must be from individuals directly familiar with your work through recent observation)

Name _____ Relationship _____

Address _____ Daytime telephone _____

Name _____ Relationship _____

Address _____ Daytime telephone _____

QUALIFICATION SUMMARY

Please list any skills that are relevant to the job for which you are applying. (Example: typing, filing, computers, etc.)

Describe how you qualify for this job. Explain how your education, training, experience, abilities and personal attributes would help you perform in this job.

STATEMENT OF FAITH

Share with us your commitment and relationship to Jesus Christ.

ATTESTATION AND RELEASE OF INFORMATION AUTHORIZATION

I attest that the information in this application is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false information may result in immediate dismissal.

I authorize West Side Presbyterian Church, its employees and agents to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references and previous employers I have given on this application and in other forms. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release West Side Presbyterian Church from any liability for future references it may provide regarding my work history at West Side Presbyterian Church. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends or associates. I understand that reference information is considered to be confidential and will not be disclosed to me by West Side Presbyterian Church.

I understand that if West Side Presbyterian Church offers me employment, I will be required to furnish evidence that I am legally eligible to be employed in the United States pursuant to regulations of the U. S. Immigration and Naturalization Service. I also understand that I may be required periodically to show evidence of continued eligibility.

I understand that if West Side Presbyterian Church employs me the terms and conditions of my employment including pay, benefits and policies (including those described in the WSPC Personnel Policy and Procedure Manual) are subject to change by West Side Presbyterian Church consistent with applicable laws and regulations. No contract, written or unwritten, regarding my employment or conditions thereof exists between West Side Presbyterian Church and me. I understand that my employment will be terminable at the will of West Side Presbyterian Church or myself.

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE FOREGOING STATEMENTS.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE.

05/07/2010