

Application For Employment

First Presbyterian Church

508 Franklin St.

Grand Haven, MI 49417

Name _____ Social Security _____

Present Address _____

Phone Number _____ Position Applied For _____

Date _____

Email address: _____@_____

Background And Education

Name & Location	Major or Type of Course	Degree/Diploma
High School _____		
College _____		
Other _____		

GENERAL

Can you perform the duties of this job, or perform them with reasonable means of assistance? () yes () no

If employed, what salary or hourly rate do you expect? _____

May we contact your present employer without jeopardizing your position? () yes () no

Have you ever been discharged for cause? () yes () no If yes, please explain.

Have you ever been convicted of a crime, excluding minor traffic violations? () yes () no

If yes, please explain.

Are there any pending felony violations against you? () yes () no

If yes, please explain.

Do you use illegal drugs? () yes () no

Employment History (continue on second sheet if necessary)

Please begin with most recent.

<u>Dates From and To</u>	<u>Company</u>	<u>Position</u>	<u>Reason for Leaving</u>

References

List three non-related personal references

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>

Certification of Applicant

I hereby certify that all information provided by me on this application is true and correct to the best of my knowledge. I understand that this employer will investigate the information I have furnished herein so as to verify its accuracy and completeness. I hereby authorize my former employers, physicians and school officials to give this employer any truthful information concerning me that is within their knowledge or records. I understand that a false statement by me regarding any material facts requested in this application will be just cause for rejection of my application or for discharge from employment in the event that I am hired.

_____	_____
Signature of Applicant	Date

APPLICANT: DO NOT COMPLETE THIS SECTION. THIS WILL BE COMPLETED ONLY IF HIRED.

Date of Hire: _____ Birth Date: _____

Marital Status () single () married Name Of Spouse: _____

In case of emergency, notify (give two):

<u>Name</u>	<u>Relationship</u>	<u>Where to reach during your work hours</u>
