



CONNECT.GROW.REACH

APPLICATION FOR EMPLOYMENT

Please complete this application in full. Resumes may be attached, **but not substituted** for application information.

PERSONAL INFORMATION

Date: _____

Name: _____ Social Security No. _____

Present Address: _____
 Street Address City State Zip Code

Permanent Address: _____
 Street Address City State Zip Code

Length of time at this address: _____

Phone No: _____
 Home Phone Work Phone Pager/Cell E-mail

Are you legally eligible for employment in the United States? (check)
 U. S. Citizenship Yes No
 Permanent Residence Yes No

Are you 18 years or older? Yes No

If you are under 18, you are required to furnish a work permit. Yes No

How did you hear about this position? _____

Are you looking for full-time or part-time work? _____

When can you start work? _____

EDUCATION

Type of School	Name/Address of School	Circle Last Level Completed	Major	Degree Received
High School		1 2 3 4		
College		1 2 3 4		
Graduate School		1 2 3 4		
Correspondence Course		1 2 3 4		
Trade, Business		Length of time:		

SKILLS

Computer	List Programs	Years of Experience	Typing Speed
Office Machines	Type of Machine	Years of Experience	Speed

List other skills that you have: _____

Do you have ability to take direction? Please explain/example: _____

Do you have the ability to work with minimal supervision? Please explain/example: _____

Do you have the ability to work under pressure? Please explain/example: _____

Do you have the ability to work in a team situation? Please explain/example: _____

Why do you want to work at Calvary Church? _____

What interests you most about the position for which you are applying? _____

Please list several words that best describe you: _____

EMPLOYMENT HISTORY

Starting with your present or most recent employment, list all previous employers within the last ten years. Include self-employment, summer, part-time, and voluntary non-paying jobs. To enable us to check your past work record, please provide us with any other name(s) under which you have worked: _____

Have you ever been discharged or asked to resign from employment? Yes No

Have you ever been convicted of a felony? Yes No

If yes to either, please explain: _____

Name and Address of Present Employer	Dates	Supervisor/Manager
Permission to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	From:	Name:
	To:	Title:
Position Title and Duties	Salary	Phone #:
	Starting:	Reason for Leaving
	Leaving:	
Name and Address of Former Employer	Dates	Supervisor/Manager
Permission to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	From:	Name:
	To:	Title:
Position Title and Duties	Salary	Phone #:
	Starting:	Reason for Leaving
	Leaving:	
Name and Address of Former Employer	Dates	Supervisor/Manager
Permission to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	From:	Name:
	To:	Title:
Position Title and Duties	Salary	Phone #:
	Starting:	Reason for Leaving
	Leaving:	
Name and Address of Former Employer	Dates	Supervisor/Manager
Permission to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	From:	Name:
	To:	Title:
Position Title and Duties	Salary	Phone #:
	Starting:	Reason for Leaving
	Leaving:	

REFERENCES

List three professional references that we can contact who are familiar with the quality of your work, have worked with you, and have known you at least two years.

Name: _____

Work Phone: () _____ Home Phone: () _____

Address: _____ City _____ State _____ Zip _____

Relationship: _____

Name: _____

Work Phone: () _____ Home Phone: () _____

Address: _____ City _____ State _____ Zip _____

Relationship: _____

Name: _____

Work Phone: () _____ Home Phone: () _____

Address: _____ City _____ State _____ Zip _____

Relationship: _____

I consent to and authorize Calvary Church to request any information concerning my current/previous employment and educational history and release all parties and persons connected with any request for information from all claims, liabilities, and damages for whatever reason arising out of furnishing such information.

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.

I certify that all of the above information is true and correct, and I authorize the investigation of all statements contained in this application up to and including a full background investigation. I understand that misrepresentation or omission of facts called for is cause for dismissal.

APPLICANT SIGNATURE: _____ DATE: _____





DISCLOSURE and AUTHORIZATION BACKGROUND INVESTIGATION

Revised 11/5/2015 10:24 AM

Print Full Name: _____

Former Name(s) and Dates Used:

Current Telephone Number: _____

Current Address (include city, state and zip code) _____

Previous Address (include city, state and zip code) _____

SS# _____ Male or Female (circle one) DOB ____ / ____ / ____

Driver's License Number and State in which it was issued: _____

In connection with my application for employment or to serve as a volunteer with Calvary Church of Santa Ana ("Client"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. Client also reserves the right to share my report with any third-party with whom I will be placed to work or volunteer with as a representative of Client. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see www.protectmyministry.com.

ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below, I authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled A Summary of Your Rights under the Fair Credit Reporting Act and certify that I have read this Disclosure and Authorization as well as the summary document explaining my rights under the Fair Credit Reporting Act.

SIGNATURE _____

DATE ____ / ____ / ____



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OFFICE USE ONLY

Application received by: _____ Date received: _____

Interviewed by: _____ Date: _____

Remarks: _____

Neatness: _____ Ability: _____

Hired: Yes No Position: _____ Ministry: _____

Salary/Wage: _____ Date reporting to work: _____

Approved: _____ / _____
Ministry Pastor Business Administration Pastor

Documentation received:

- Valid Driver's License
- Social Security Card or Passport
- Permanent Resident Card
- Computer Use Policy (if required for position)
- Emergency Contact Information Sheet
- I-9
- W-4



CONNECT.GROW.REACH
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