

**APPLICATION for EMPLOYMENT**

**PRIMARY SCREENING FORM**

|  |
| --- |
| **OFFICE USE ONLY** |
| Interview Date:\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Reference Checks Background Check  Second Interview YES NO Second Interview Date \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  Position: Offered Accepted Probable Placement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **Position Applying for:** | **Date of Application:** | |
| **Applying for:**  **Full-Time  Part-Time** | **Date available to begin work:** | |
| **Referred by:** |  | |
| **Are you legally eligible for employment in the US?  Yes  No**  **Will you now, or in the future, require sponsorship for employment visa status (R-1, H-1B visa status)?**  **Yes  No** | |  |

*This organization participates in E-Verify.*

|  |
| --- |
| **PERSONAL DATA** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name (last, first, middle) |  | |  | | | | |
| Home Phone: | | **Cell Phone:** | | | |  | |
| Street Address: |  | | | | |  | |
| City: | **State:** | | | **Zip:** | | | |
| Email Address: | | | | |  | |  | |
| Do you have reliable transportation to work?  Yes  No | | | | |  | |  | |
| Are you a member of a church?  Yes  No  If yes, what church?       Denomination: | | | | |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | PERSONAL HISTORY | | | | |
| **Yes** | **No** | **Please check the appropriate answer.** |
|  |  | Have you ever been suspended, dismissed, fired, or discharged from a position of employment? |
|  |  | Have you ever been asked to resign from a position of employment? |
|  |  | Have you ever been convicted of, pleaded guilty or no contest to any violation of the law, other than a minor traffic ticket?  *A “yes” answer does not automatically disqualify you for employment, since the nature of the offense, date and job for which you are applying will also be considered.* |
|  |  | Are you now or do you expect to be engaged to any other business or employment? |
| If **Yes** for any of the above, please provide details: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | |  | **TESTIMONY** |  | |
| **Please briefly give your personal Christian testimony:** |
| **Why do you wish to work at Christ Covenant Church?** |

|  |  |  |
| --- | --- | --- |
|  | **REFERENCES** |  |

|  |  |
| --- | --- |
| **List at least three persons, such as former employers, pastors, supervisors, and instructors, who have first-hand knowledge of your professional preparation, experience, competence, and spiritual maturity.** | |
| **Reference #1** | |
| **Name:** | **Email:** |
| **Title:** | **Organization:** |
| **Cell Phone:** | **Relationship:** |
| **Reference #2** | |
| **Name:** | **Email:** |
| **Title:** | **Organization:** |
| **Cell Phone:** | **Relationship:** |
| **Reference #3** | |
| **Name:** | **Email:** |
| **Title:** | **Organization:** |
| **Cell Phone:** | **Relationship:** |

|  |  |  |
| --- | --- | --- |
|  | **EDUCATIONAL BACKGROUND** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School (city & state)** | **Years Completed** | **Dates Attended** | **GPA** | **Major/Degree Earned** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **COMPUTER SKILLS** (if applying for an administrative position) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Software** | **Beginner** | **Intermediate** | **Advanced** |
| Word |  |  |  |
| Excel |  |  |  |
| Outlook |  |  |  |
| Publisher |  |  |  |
| PowerPoint |  |  |  |
| Other: |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **EMPLOYMENT HISTORY**  (beginning with most recent) |  |

|  |  |  |
| --- | --- | --- |
| **#1 Employer:** | **From:       To:** | |
| **Address:** | | |
| **Phone:** | | |
| **Position/Title:** | | |
| **Reason for leaving:** | | |
| **Name & title of supervisor:** | | **May we contact?  Yes**  **No** |
| **#2 Employer:** | **From:       To:** | |
| **Address:** | | |
| **Phone:** | | |
| **Position/Title:** | | |
| **Reason for leaving:** | | |
| **Name & title of supervisor:** | | **May we contact?**  **Yes**  **No** |
| **#3 Employer:** | **From:       To:** | |
| **Address:** | | |
| **Phone:** | | |
| **Position/Title:** | | |
| **Reason for leaving:** | | |
| **Name & title of supervisor:** | | **May we contact?**  **Yes**  **No** |
| **#4 Employer:** | **From:       To:** | |
| **Address:** | | |
| **Phone:** | | |
| **Position/Title:** | | |
| **Reason for leaving:** | | |
| **Name & title of supervisor:** | | **May we contact?  Yes  No** |

|  |
| --- |
| Any intentional falsification of any portion of this application will be grounds for immediate dismissal.  The facts set forth in my application for employment are true and complete. I understand that if employed, false statements or omissions on my application shall be considered sufficient cause for dismissal if found at a later date, and disqualify me for future employment. You are hereby authorized to make any investigation on my personal history including a background check.  I understand that the employer will request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the nature and scope of the investigation.  I understand that employment at this organization is “at will,” and includes no guarantee, contract, or promise of employment for any specified length of time.  Should my application be accepted, I agree to be bound by the CARE policy and other policies of Christ Covenant Church, and to refrain from unbiblical conduct in the performance of my services on behalf of the Church.  I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.  Date  Signature of Applicant |

*Christ Covenant Church does not discriminate against any person on the basis of sex, race, color, age or disability*

*in any of its employment programs or activities.*

This application for employment will remain active for one year from the date of receipt.

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | |  | COMPENSATION HISTORY |  | | | |
| **EMPLOYER** | **STARTING SALARY** | **ENDING SALARY** |
| **#1** | **$       per** | **$       per** |
| **#2** | **$       per** | **$       per** |
| **#3** | **$       per** | **$       per** |
| **#4** | **$       per** | **$       per** |
| **What is your desired salary range?** | **$** | |

*.*