

CICERO CHRISTIAN CHURCH

1715 Stringtown Pike / Cicero, Indiana 46034 / 317.984.4653

reachteachserve.org



Application for Employment

Date: _____

Name: _____
(First / Middle / Last)

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Additional Phone: (____) _____ - _____

Email Address: _____

Social Security # _____ - _____ - _____ Date of Birth ____ / ____ / ____ (required for background check)

If considered for hiring, can you provide written evidence that you are authorized to work in the U.S.? Yes No

Education

<i>Name/Location of School</i>	<i>From MM/YY</i>	<i>To MM/YY</i>	<i>Field of Study</i>	<i>degree?</i>
High School:				
College:				
Technical:				
Specialized Training or Classes Relevant to the Job:				

Criminal Record

Have you ever been convicted of a crime? Yes No If yes, provide information regarding the conviction on a separate, attached sheet.

A criminal check, and possibly a credit check, will be done on all applicants considered for employment.

Is there any information about your name, or use of another name, needed for us to be able to check your history? Yes No

Please Specify : _____

Work Experience

List below, beginning with your most recent position, all of your work experience, including military service (specify highest rank held) and applicable volunteer activities. List in order of most recent. Attach additional sheet of paper if necessary.

<i>Title of job:</i>	<i>From MM/DD/YY</i>	<i>To MM/DD/YY</i>	<i>Approximate number of hours worked per week</i>
<i>Name of Employer/Organization and address (number, street, city, state, zip)</i>			<i>Telephone</i>
<i>Name of Supervisor / Title:</i>			<i>Number and job types of the employees supervised (if any).</i>
<i>Reason for leaving:</i>			<i>Final Salary</i> \$ <i>Per</i>
<i>Describe the duties of your position by importance. Indicate what machinery or office equipment was utilized.</i>			

<i>Title of job:</i>	<i>From MM/DD/YY</i>	<i>To MM/DD/YY</i>	<i>Approximate number of hours worked per week</i>
<i>Name of Employer/Organization and address (number, street, city, state, zip)</i>			<i>Telephone</i>
<i>Name of Supervisor / Title:</i>			<i>Number and job types of the employees supervised (if any).</i>
<i>Reason for leaving:</i>			<i>Final Salary</i> \$ <i>Per</i>
<i>Describe the duties of your position in the order of importance. Indicate what machinery or office equipment was utilized.</i>			

<i>Title of job:</i>	<i>From MM/DD/YY</i>	<i>To MM/DD/YY</i>	<i>Approximate number of hours worked per week</i>
<i>Name of Employer/Organization and address (number, street, city, state, zip)</i>			<i>Telephone</i>
<i>Name of Supervisor / Title:</i>			<i>Number and job types of the employees supervised (if any).</i>
<i>Reason for leaving:</i>			<i>Final Salary</i> \$ <i>Per</i>
<i>Describe the duties of your position in the order of importance. Indicate what machinery or office equipment was utilized.</i>			

Military Service

Branch of service: _____ *From MM/DD/YY* *To MM/DD/YY* *Rank when released* _____

Status: Active Discharged Reserve

Training/Experience Received _____

Personal

Do you have a personal assurance that you are a born again Christian? Yes No

How long have you had this assurance? _____

Denominational preference: _____

Church Home: _____

Do you have any physical limitations that would prevent you from performing certain tasks? _____

What is the frequency of your church attendance? Weekly Frequently Infrequently

References (do not include relatives)

Pastor's Name: _____ Church: _____

Address: _____
Street City State Zip Phone

Professional Reference 1 relationship: _____

Name: _____

Address: _____
Street City State Zip Phone

Professional Reference 2 relationship: _____

Name: _____

Address: _____
Street City State Zip Phone

Position

Type of Work Desired: _____

Salary Desired: _____

How Were You Referred to Our Organization? _____

Do You Have Any Relatives Who Are Employed By This Organization? Yes No

Please Specify : _____

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc.

Applicant's Statement

I understand that the employer follows an "employment at will" policy, in that the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that the employer will investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: _____

Date: _____

Use this page for any additional information.