

# FIRST PRESBYTERIAN CHURCH

219 East Bijou Street  
Colorado Springs, Colorado 80903  
Phone 719.884.6163 Fax 719.434.3390

## APPLICATION FOR EMPLOYMENT

Please print all information and answer every question.

### PERSONAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Social Security Number (optional) \_\_\_\_\_ Telephone Number (home) \_\_\_\_\_

Telephone Number (cell) \_\_\_\_\_ Email (optional) \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_ If hired, you may be required to submit proof of age.

When can you start? \_\_\_\_\_ How were you referred to us? \_\_\_\_\_

Have you worked here or applied here before? \_\_\_\_\_ If so, when? \_\_\_\_\_

For driving jobs only: Do you have a valid drivers license and proof of insurance? \_\_\_\_\_

Please enter Drivers License Number \_\_\_\_\_

Any suspensions or revocations of your drivers license in the past seven years? \_\_\_\_\_  
If yes, please explain on a separate sheet of paper.

### POSITION DESIRED

Position Title: \_\_\_\_\_

Circle One: FULL TIME PART TIME EITHER

### EDUCATIONAL BACKGROUND

|                       | Name and Location | Degree or Diploma Obtained | Subject Area | Dates |
|-----------------------|-------------------|----------------------------|--------------|-------|
| High School or GED    |                   |                            |              |       |
| Vocational Training   |                   |                            |              |       |
| College or University |                   |                            |              |       |
|                       |                   |                            |              |       |

## EMPLOYMENT EXPERIENCE

List all of your current and previous positions (paid and unpaid) in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed even if you submit a resume.

1.     **Employed From** \_\_\_\_\_ **To** \_\_\_\_\_  
Company Name \_\_\_\_\_ Your Title \_\_\_\_\_  
Address \_\_\_\_\_ Your Department \_\_\_\_\_  
City & State \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_  
Supervisor's Email Address \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact your present employer?     YES           NO
2.     **Employed From** \_\_\_\_\_ **To** \_\_\_\_\_  
Company Name \_\_\_\_\_ Your Title \_\_\_\_\_  
Address \_\_\_\_\_ Your Department \_\_\_\_\_  
City & State \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_  
Supervisor's Email Address \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
3.     **Employed From** \_\_\_\_\_ **To** \_\_\_\_\_  
Company Name \_\_\_\_\_ Your Title \_\_\_\_\_  
Address \_\_\_\_\_ Your Department \_\_\_\_\_  
City & State \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Supervisor's Email Address \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
4.     **Employed From** \_\_\_\_\_ **To** \_\_\_\_\_  
Company Name \_\_\_\_\_ Your Title \_\_\_\_\_  
Address \_\_\_\_\_ Your Department \_\_\_\_\_  
City & State \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Supervisor's Email Address \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

## REFERENCES

Give three or more references who can attest to your character, personality and work history. Do not include family members or supervisors listed on the previous page.

| Name and Position | Email Address | Telephone Number |
|-------------------|---------------|------------------|
|                   |               |                  |
|                   |               |                  |
|                   |               |                  |

Have you worked or attended school under any other name? \_\_\_\_\_

## OTHER QUESTIONS

1. Has anyone ever accused you of physical abuse, sexual abuse, or sexual harassment? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, give a short explanation of the complaint in the space below. Please indicate the date, nature and place of the incident leading to the accusation, and the disposition of the matter.

2. Have you ever been charged, arrested, or convicted of a felony or misdemeanor, regardless of the disposition of any such matter? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, give a short explanation of the incident in the space below. Please indicate the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.

3. Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving record, your theft, or your mishandling of monies or company property? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, give a short explanation of the allegations in the space below. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including employer's name, address and telephone number.

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## APPLICANT'S DECLARATION, AUTHORIZATION AND RELEASE

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Employer and its agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so. If I am employed, I understand that I will be employed on an at-will basis for an indefinite period of time and that my employer may terminate my employment at any time and for any reason.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

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**For Human Resources Department Use Only**

First Interview \_\_\_\_\_  
*Name of Interviewer* *Date*

Observations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Second Interview \_\_\_\_\_  
*Name of Interviewer* *Date*

Observations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed:    YES    NO            Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
*Name and Title*