



Grace Presbyterian Church

APPLICATION FOR EMPLOYMENT

Grace Presbyterian Church (GPC) is committed to equal employment opportunity for all qualified persons without regard to race, color, ancestry, national origin, gender, age, physical disability, mental disability, medical condition, veteran status, or marital status to the extent required by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone _____ Mobile Phone _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
 Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? If so may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? Walk In Advertisement Referral Other

Have you ever worked for this organization before?

Yes No

If yes, explain _____

Are you a current member, attendee, or have any other affiliation with this church?

Yes No

If yes, explain _____



EDUCATION	Name and location of school	Degree	Major
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities:	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities:	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities:	
Reason for leaving			



From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years. At least one reference should be a work reference who can provide feedback on your work performance during the last 3 years.

Name & Relationship	Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Grace Presbyterian Church to hire me. If I am hired, I understand that in the state of Illinois, employment is considered on an "at will" basis, meaning that either GPC or I can terminate the employment relationship at any time and for any reason.

I attest with my signature below that I have given to Grace Presbyterian Church true and complete information on this application. No requested information has been concealed. I authorize GPC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal. I further understand that a background check will be required prior to employment.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.