

APPLICATION FOR EMPLOYMENT

Date of Application: _____

Name (Last, First, Middle): _____

Home Telephone: _____ Mobile Telephone: _____

Present Address: _____ City: _____ State: _____ Zip Code: _____

Permanent Address: _____ City: _____ State: _____ Zip Code: _____
(if different from above)

Daytime Telephone: _____ Are you a US citizen? Yes No Social Security Number: _____ - _____ - _____
(if different from above)

Have you ever been employed under a different name? Yes No If yes, indicate the name: _____

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

Disposition of offense: _____

Do you have a relative who works here? Yes No If yes, please indicate the name: _____

Position Applying For: _____

Schedule Preference: Full-Time Part-Time Temporary If part-time, please specify days and hours: _____

If required, are you available to work (circle all that you would be available for): Evenings-4pm to 10pm Nights-after 10pm Weekends-Saturday/Sunday

Salary desired: \$_____ per hour / per year Date available to begin work: _____

EDUCATION/TRAINING

Number of Years	Type of School		Courses or Major	Graduated Yes or No	Average Grades	Type of Diploma or Degree
	High School	Name				
		City, State				
	College or University	Name				
		City, State				
	Other	Name				
		City, State				

Academic Honors: _____

Typing Speed (approximate words per minute): _____

WORK EXPERIENCE List all employment. Include any relevant US military service. If no employment history, give two examples of volunteer history.

Employer (Company Name)		Address (Street, City, State)	
Phone Number	Dates Employed	Salary	Supervisor
Position, Duties, and/or Accomplishments		Reason for Leaving (if applicable)	
Employer (Company Name)		Address (Street, City, State)	
Phone Number	Dates Employed	Salary	Supervisor
Position, Duties, and/or Accomplishments		Reason for Leaving (if applicable)	
Employer (Company Name)		Address (Street, City, State)	
Phone Number	Dates Employed	Salary	Supervisor
Position, Duties, and/or Accomplishments		Reason for Leaving (if applicable)	

May we contact your present employer? Yes No Who referred you? _____

JOB-RELATED SKILLS Describe special job-related skills and experiences, which you feel would be helpful in considering your qualifications.

IMPORTANT – READ BEFORE SIGNING

1. This application is not to be construed as a guarantee or contract of employment. If employed, I understand that the employment is at will. I understand that my employment and compensation can be terminated, with or without notice, and with or without cause, at any time, at the option of Christ Community Church/Kingdom Kids Christian Preschool or myself. I understand that my compensation and benefits are subject to change with or without notice to me.
2. To the best of my knowledge, all of my answers are accurate concerning pre-employment information. I understand that misrepresentation or deliberate omission of any fact on my application of any of the above information will be justification for refusal of employment, or if employed, termination from employment.
3. I authorize the persons, schools, current employer (if approved by me in the Work Experience section) and other organizations or employers named in this application to provide Christ Community Church/Kingdom Kids Christian Preschool with any relevant information that may be required to arrive at an employment decision.
4. In processing this employment application, we may request that an investigative consumer report be prepared. You have the right to request that we complete and accurately disclose to you the nature and scope of the investigation required. Such a request must be made in writing within a reasonable time after you complete this application.

I have read, understand, and agree to the above statements.

Signature of Applicant: _____

Date: _____

CONFIDENTIAL