

APPLICATION FOR EMPLOYMENT

First Presbyterian Church of Conroe

An Equal Opportunity Employer

The First Presbyterian Church of Conroe ("FPCC") is an equal employment opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, national origin, ancestry, creed, religious affiliation (unless a bona fide occupational requirement), age, sex, marital status, pregnancy, disability, veteran status or other unlawful discriminatory characteristics.

(Note: *Incomplete information could disqualify you from employment consideration.* Please clearly print all information, then sign and date this application.)

PERSONAL INFORMATION

Name _____ Date ____/____/____

(First, Middle, Last)

Address _____

(Include residence number and street, city, state and zip code)

(County of residence)

E-mail Address _____ Alt. E-mail Address _____

Home Phone # (_____) _____ Mobile Phone # (_____) _____

- Are you legally eligible to work in the U.S.? Yes No (If offered employment, you will be required to provide documentation to verify eligibility and you will not be permitted start work until such information is provided.)
- Are you at least 18 years or older? Yes No Birth Date if under 18 ____/____/____
(If no, you may be required to provide authorization to work.)
- Have you ever been terminated from employment or asked to resign by an employer? Yes No
If yes, please provide company names and details:

- Can you work any shift? Yes No (If no, explain what times you cannot work _____)
- Can you work overtime, including weekends? 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

Position desired _____

Date you can start ____/____/____ Hourly Rate/Salary desired \$_____ hour / mo

Are you currently employed? Yes No

If so, may we contact your present employer? Yes No

REFERRAL SOURCE

How did you hear about us? (Circle) Walk In, Advertisement, Referral, Other: _____

Have you ever worked for this organization before? Yes No

(If yes, explain _____)

Do you know anyone who works for our organization? Yes No

(If yes, who? _____)

EDUCATION Please indicate education or training which you believe qualifies you for the position you are seeking.

	Name and location of school	Number of years?	Degree(s) Received	Subjects studied/Major
High School				
College or University				
Other School				

EMPLOYMENT HISTORY Indicate your last five (5) years of employment history or your most recent three (3) employers, whichever is longer, including *month and year*, starting with the most recent or current position. You are invited to include U.S. military service regardless of when you served. If any employment is under a different name, indicate other name(s):

 (List above other names you have used during your employment history and company where used)

1. From (mm/yy)	To (mm/yy)	Employer	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
2. From (mm/yy)	To (mm/yy)	Employer	Telephone

			()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
3. From (mm/yy)	To (mm/yy)	Employer	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
4. From (mm/yy)	To (mm/yy)	Employer	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
5. From (mm/yy)	To (mm/yy)	Employer	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

- Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? Yes No If **yes**, explain:

- Computer Skills (please describe): _____
- Explain any gaps in your work history: _____

- If you wish to describe additional work experience, attach the above information for each position on a separate document. Additional information attached? Yes No

REFERENCES Give the names of three persons (professional or personal) not related to you, whom you have known at least three (3) years.

Individual's Full Name & How They Know You	Contact Information (i.e., Address, Phone, Email)	Company	Years Known
1			
2			
3			

Read carefully before signing and dating below.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for FPCC to hire me.

I certify that the facts stated in this application and on any other supporting documentation that I have provided to the First Presbyterian Church of Conroe (FPCC) are true and complete to the best of my knowledge. I authorize FPCC to verify their accuracy and to obtain reference information on my work. I release all parties involved from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that falsified statements or omissions of facts called for on this application will result in my disqualification from further consideration, or will be considered sufficient basis for dismissal if I am hired. I understand that nothing said during the interview process will constitute the terms of an express or implied employment contract. Unless otherwise stated in an employment contract specific to me, I understand that any employment offered is for an indefinite duration and at will, and that either I or FPCC may terminate my employment at any time for any reason not prohibited by law, with or without prior notice or cause. I understand that no representative of FPCC has the authority to make any assurance to the contrary.

Signature

Date

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE. Consideration after 60 days requires a new application to be submitted to FPCC.