

APPLICATION FOR EMPLOYMENT

All applications should be completed and submitted along with a resume to:

Email: **CAREERS@HOPEPRES.COM**

Fax: **901-328-5182**

We are an equal opportunity employer. We are dedicated to a policy of non-discrimination in employment on any basis protected by state or federal law, including race, color, age, sex, national origin, and disability.

PERSONAL INFORMATION

Last Name _____

First Name _____

Middle Name _____

Other Last Names Used _____

Phone _____

Email _____

Present Street Address _____

City _____ State _____ Zip _____

EMPLOYMENT DESIRED

Full Time Part Time Temporary

Position _____

Days available to work S M T W TH F S

Hours available to work _____

Available start date _____

Are you willing to work overtime? Yes No

Rate of Pay Expected? \$ _____ per _____

Are you at least 18 years of age? Yes No

If not can you provide a valid Work Permit, high school diploma, or equivalent? Yes No

If hired, can you verify that you have the legal right to work in the United States? Yes No

Are you presently on layoff from another job and subject to recall?

Yes No *If so, please explain:*

Do you have any special skills, training, or experience that may help qualify your for employment? Yes No *If so, please explain:*

Do you have any certificates or licenses that may help you qualify for employment? Yes No *If so, please explain:*

What languages can you speak, read or write fluently?



HOPE
CHURCH

Have you ever served in the Armed Forces? Yes No

If so, Branch _____

Rank _____ *Years of Service* _____

Do any of your relatives work for this church? Yes No

If so, who? _____

Have you applied for work at this church before? Yes No

if so, when? _____

Have you ever worked for this church before? Yes No

If so, when? _____

If so, why the are you applying again?

How did you learn of this employment opportunity?

REFERENCES

Personal references you have known at least one year
(Please do not list relatives or former employers)

1. _____
Name

Address

Business

Email

Phone Number

2. _____
Name

Address

Business

Email

Phone Number

3. _____
Name

Address

Business

Email

Phone Number

Do you have a valid driver license? Yes No

License Number _____ State _____

Have you ever been convicted of a felony or misdemeanor, had adjudication of a crime withheld, or pled no contest to a crime?
Yes No

Please state the circumstances with regard to each conviction
(Note: Conviction will not necessarily disqualify you for employment)

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

EDUCATIONAL BACKGROUND

High School

Name _____

Location _____

Years Completed _____

Received: Diploma/Degree _____

Trade, Business, or Technical

Name _____

Location _____

Years Completed _____

Course Of Study _____

Received: Diploma/Degree _____

College, University

Name _____

Location _____

Years Completed _____

Course Of Study _____

Received: Diploma/Degree _____

Graduate or Professional

Name _____

Location _____

Years Completed _____

Course Of Study _____

Received: Diploma/Degree _____

EMPLOYMENT EXPERIENCE

Please start with your most recent job and include all periods of employment, self-employment, military service and volunteer work. Be accurate and account for all of your time over the past ten (10) years, including any gaps in your employment history. **Do not substitute a resume for this section.**

Employer _____

Phone _____

Address _____

City _____ State _____ Zip _____

Position(s) held _____

Start Date _____ End Date _____

Starting Pay \$ _____ Ending Pay \$ _____

Supervisor/Manager _____

May We Contact? Yes No

Reason for Leaving _____

Description of Primary Responsibilities

Employer _____

Phone _____

Address _____

City _____ State _____ Zip _____

Position(s) held _____

Start Date _____ End Date _____

Starting Pay \$ _____ Ending Pay \$ _____

Supervisor/Manager _____

May We Contact? Yes No

Reason for Leaving _____

Description of Primary Responsibilities

Employer _____

Phone _____

Address _____

City _____ State _____ Zip _____

Position(s) held _____

Start Date _____ End Date _____

Starting Pay \$ _____ Ending Pay \$ _____

Supervisor/Manager _____

May We Contact? Yes No

Reason for Leaving _____

Description of Primary Responsibilities

CERTIFICATION AND ACKNOWLEDGMENT

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, and falsification or omission on the Application for Employment will be considered grounds for termination.

I authorize Hope Presbyterian Church to investigate thoroughly my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the Church any and all information they may have concerning my previous employment or volunteer work. In addition, I hereby release the Church, my former employers, and all other persons from any and all claim, demands, or liabilities arising out of, or in any way related to, such disclosure.

I acknowledge that, prior to or during my employment, the Church may require testing and/or examination as permitted by law, including but not limited to medical, physical, drug and/or alcohol, psychological, and skill and aptitude testing.

I also acknowledge that, if employed, both the Church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship will remain in effect throughout my employment with the Church. No oral or implied agreement is intended to create a contract of employment, and this employment-at-will relationship may only be modified if executed in writing and signed by the Chief Operating Officer. Moreover, I understand that Hope Presbyterian Church's handbook is intended only as an explanation of its employment practices, policies, benefits, and as a general guide to working for the Church. The handbook does not represent contractual terms of employment, and I agree that, despite any language that may be found in the handbook, employment at Hope Presbyterian Church is strictly at-will.

Yes, I have read and agree with the statement above.

Full Name _____

Date _____

Signature _____