



**HOFFMANTOWN  
CHURCH**

## APPLICATION FOR EMPLOYMENT

### Position Information

Today's Date: \_\_\_\_\_ Availability:  Full-time  Part-time  
Position(s) Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_  
Driver License #: \_\_\_\_\_ Desired Pay: \_\_\_\_\_  
Available Hours: \_\_\_\_\_

### Applicant Information

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I. \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Are you authorized to work in the U.S.?  Yes  No  
Have you ever applied for employment with us?  Yes  No If yes, when: \_\_\_\_\_  
Have you worked for us previously?  Yes  No If yes, when: \_\_\_\_\_  
Have you served in the U.S. Armed Forces?  Yes  No Branch: \_\_\_\_\_

### Education

#### High School

Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Graduate:  Yes  No Degree: \_\_\_\_\_

#### College

Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Graduate:  Yes  No Degree: \_\_\_\_\_

#### Other Schools/Education

Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Graduate:  Yes  No Degree: \_\_\_\_\_

**Please list other work-related education, classes, etc. on the back or attach resume.**



## Employment History

Please provide information for your job history. Start with your present or most recent employer. All information is subject to verification.

### Employer 1

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer as a reference?  Yes  No

### Employer 2

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer as a reference?  Yes  No

### Employer 3

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer as a reference?  Yes  No

### Employer 4

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer as a reference?  Yes  No

Please list additional employment and references on the back or attach resume.



## References

Please provide at least 3 professional, work-related references, with at least one previous Supervisor.

Name	Phone	Relationship
1.		
2.		
3.		

## Certifications and Professional Memberships

Please feel free to exclude those which may disclose your race, color, age, sex, or national origin.

## Disclaimer and Signature

Prospective employees will receive consideration without discrimination as defined by applicable state, federal and local laws, as applicable to the unique laws that apply to religious institutions.

I certify that the answers above are true and complete. If this application and any other submitted documents (resume, references, diplomas, etc.) leads to employment, I understand that any false or misleading information result in disqualification or immediate termination of employment.

I understand that employment with the Hoffmantown Church is contingent on passing a criminal record background check, reference check, drug/alcohol screening and other job specific checks along with job related skills testing.

I authorize the Church to contact my above listed employment references and verify my past employment.

**Applicant Signature:** \_\_\_\_\_

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