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APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE | AN EQUAL OPPORTUNITY EMPLOYER)

DATE _____

PERSONAL INFORMATION

NAME _____

LAST

FIRST

MIDDLE

PRESENT
ADDRESS _____

STREET

CITY

STATE

ZIP

HOME PHONE # _____ CELL PHONE # _____

EMAIL ADDRESS _____ DATE OF BIRTH _____

IF HIRED, CAN YOU PROVIDE PROOF THAT YOU ARE LEGALLY ENTITLED TO WORK IN THE UNITED STATES? YES _____ NO _____

IF NOT, WHAT STEPS MUST BE TAKEN FOR YOU TO BEGIN EMPLOYMENT LAWFULLY?

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ DESIRED SALARY _____

ARE YOU CURRENTLY EMPLOYED? YES _____ NO _____

IF SO, MAY WE CONTACT THEM? YES _____ NO _____

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? YES _____ NO _____ WHEN?
(YEAR) _____

REFERRED

BY _____

CHURCH

CURRENT CHURCH _____ ARE YOU A MEMBER? YES _____ NO _____

EDUCATION

EDUCATION	NAME LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?
HIGH SCHOOL			
COLLEGE			
POST-COLLEGE			

IN A PARAGRAPH DESCRIBE YOUR HIGH SCHOOL EXPERIENCE _____

(THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1987 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 YEARS OF AGE)

FORMER EMPLOYERS

(LIST BELOW THE LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

DATE, MONTH, YEAR	NAME, ADDRESS, PHONE # OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

WHICH OF THESE JOBS DID YOU LIKE THE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES

(PLEASE GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	PHONE NUMBER	ADDRESS	BUSINESS	YEARS KNOWN
1.				
2.				
3.				

IN CASE OF EMERGENCY

NAME	ADDRESS	PHONE
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ALL INFORMATION IN THIS APPLICATION IS HELD STRICTLY CONFIDENTIAL BY THE CRPC STAFF. ANSWERING YES TO ANY OF THE QUESTIONS MAY NOT NECESSARILY PRECLUDE YOUR INVOLVEMENT IN MINISTRY HERE AT CRPC.

DO YOU USE ILLEGAL DRUGS? _____

HAVE YOU EVER BEEN HOSPITALIZED OR TREATED FOR ALCOHOL OR SUBSTANCE ABUSE?

HAVE YOU EVER BEEN ARRESTED FOR A CRIMINAL OFFENSE EXCLUDING MINOR TRAFFIC VIOLATIONS? _____

HAVE YOU EVER BEEN ACCUSED, ARRESTED, OR CONVICTED FOR ANY SEXUALLY RELATED CRIME? _____

HAVE YOU EVER BEEN ACCUSED, ARRESTED, OR CONVICTED FOR ANY ABUSE RELATED CRIME? _____

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN:

BEARING THESE THINGS IN MIND, WOULD YOU BE WILLING TO SUBMIT TO A BACKGROUND CHECK? _____

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FROM ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

SIGNATURE _____ **DATE** _____

I understand that Coral Ridge Presbyterian Church is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability or any other category protected by Federal, State, or local law. As a religious organization, the Civil Rights Act of 1964 exempts Coral Ridge Presbyterian Church against religious discrimination in employment on the basis of religion. All applicants and employees are required to adhere to Coral Ridge Presbyterian Church's Statement of Faith to be eligible for hire and in the course of their duties and responsibilities as an employee of Coral Ridge Presbyterian Church.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give Coral Ridge Presbyterian Church or its designees any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing such information to Coral Ridge Presbyterian Church. I also authorize Coral Ridge Presbyterian Church to provide truthful information concerning my employment with it to future employers, and I agree to hold it harmless for providing such information.

I understand that Coral Ridge Presbyterian Church reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or anytime during employment, and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to Coral Ridge Presbyterian Church or its designees. I release Coral Ridge Presbyterian Church and its designees from any and all liability and damages which may result or arise from any drug and alcohol screening tests or the provision of information in connection with such tests.

I understand that this employment application and any other documents are not promises of employment. Should I be employed, I understand that my employment will be on an "at-will" basis. I further understand that if I am employed, I may terminate my employment at any time, with or without advance notice and that Coral Ridge Presbyterian Church has a similar right. I understand that no manager, representative, or agent of Coral Ridge Presbyterian Church has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I agree to be bound by any additional employment standards as set forth in this application, the employee handbook, or agreed to between myself and Coral Ridge Presbyterian Church at the time of hire.

The information given by me on this application and during the interview process is true and complete in all respects, and all information requested in the application and hiring process will be provided on a timely basis. I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in Coral Ridge Presbyterian Church's judgment), I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I acknowledge that Coral Ridge Presbyterian Church may obtain a criminal history background screening on me for use in connection with my application and, if I am hired, my employment with Coral Ridge Presbyterian Church. I also authorize Coral Ridge Presbyterian Church to obtain this information periodically while I am employed.

This application will be considered "active" for a maximum of one year. If you wish to be considered for employment after that time, you must reapply.

Do not sign until you have read and understood these statements.

SIGNATURE _____ **DATE** _____

BACKGROUND SCREENING CONSENT

Applicant should complete all relevant information and sign and date the form.

I, _____, hereby authorize Coral Ridge Presbyterian Church and/or its agents to make an independent investigation of my background that may include: references, character, past employment, education, credit history (if applicable for position), audit criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Coral Ridge Presbyterian Church.

I release Coral Ridge Presbyterian Church and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all the information is true and correct to the best of my knowledge:

Full Name (printed)

Maiden Name or Other Names

Used _____

Social Security Number _____ Date of Birth*: _____ / _____ / _____

Present Address _____

City _____ State _____ Zip _____

How Long at Present Address?

Former
Address _____

City _____ State _____ Zip _____

How Long at Former Address?

Please List All States and Counties of Residence Since Turning 18:

Please circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY

Driver's License Number _____ State of License _____

Signature of Applicant _____ Date _____

*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or services as a volunteer. Coral Ridge Presbyterian Church abides by all applicable state and federal employment laws.