



Johns Island
PRESBYTERIAN CHURCH

Application for Employment

Thank you for your interest in employment with Johns Island Presbyterian Church. We offer equal opportunities to all persons without regard to race, color, religion, age, sex, marital status, national origin, disability, sexual orientation, or veteran status.

Please complete the application below, answering all questions honestly and completely as all statements made by you may be verified for accuracy. Your application will be given every consideration; however, acceptance of the application does not imply a commitment of employment. This application will remain active for ninety days, after which time applicants must submit another application to be considered for employment.

Date _____ Social Security Number _____

Name (last, first, middle initial) _____

Phone _____

Present Address (street, city, state, zip) _____

Are you over the age of 18? ___yes ___no

If no, employment is subject to verification of minimum legal age by age certificate or work permit.

Do you have the legal right to live and work in the US? ___ yes ___ no

If not a US citizen, please provide proof that you can be legally employed in the US (INS Forms I-15, I-94, I-551, etc.) If hired, proof of identity and authorization to work in the US will be required, within three days.

Have you served in the US Armed Forces? ___yes ___no _____

Entry Date _____ Discharge Date _____

Do you have steady transportation to work? ___yes ___no

Do you have a valid driver's license? ___ Yes ___ No

If so, expiration date _____ License # _____ State of issue _____

Have you ever been convicted of a felony (conviction will not necessarily disqualify the applicant from consideration of employment)? ___yes ___no

If Yes, state details (date, court, offense, place of occurrence) _____

Have you ever held a position of trust (handling money, securities, or confidential material)?

___yes ___no

Have you ever been bonded? ___yes ___no

Is there anything that would prevent you from satisfactorily performing, either with or without reasonable accommodation, the essential functions of the job for which you have applied?

yes no

If Yes, please explain _____

Position desired (please list specific position) _____

Do you wish: full-time work _____ part-time work _____ temporary work _____

Date available for employment: _____ Hours available: _____

Have you ever applied for employment with us before? yes no

If yes, when? _____ How did you hear of the position? _____

Are you presently employed? yes no

If currently employed, may we contact your employer? yes no

Reason for leaving current position (please be specific) _____

Have you ever been discharged or asked to resign from a position? yes no

EDUCATION				
Type of School	Name and Address of School	Major Course of Study	Circle Year Completed	Graduate
Elementary			5 6 7 8	<input type="checkbox"/> Y <input type="checkbox"/> N
High School			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N
Vocational or Business School			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N
College			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N
Graduate School			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N
Other (Specify			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N

Describe any other specialized training (such as technical, correspondence, or night school courses):

SPECIAL QUALIFICATIONS

Specify professional designations, certifications, licenses, or registrations held:

List computer and office equipment you can operate (with or without reasonable accommodation):

___ Calculator

___ Computer

___ Photocopier

___ Other (please describe):

Computer programs/software in which you are proficient: _____

Other skills which would be of assistance in determining qualifications for employment: _____

EMPLOYMENT RECORD

Please describe your employment history beginning with your most recent employer and account for all time in your work history. No prejudice will be assumed for periods of time when family obligations took priority.

Employer's Name and Address _____

Dates of Employment From: _____ To: _____

Job Title _____

Salary Start: _____ End: _____

Reason for Leaving _____

Name of Supervisor _____

Duties in Brief: _____

Employer's Name and Address _____

Dates of Employment From: _____ To: _____

Job Title _____

Salary Start: _____ End: _____

Reason for Leaving _____

Name of Supervisor _____

Duties in Brief: _____

Employer's Name and Address _____

Dates of Employment From: _____ To: _____

Job Title _____

Salary Start: _____ End: _____

Reason for Leaving _____

Name of Supervisor _____

Duties in Brief: _____

Employer's Name and Address _____

Dates of Employment From: _____ To: _____

Job Title _____

Salary Start: _____ End: _____

Reason for Leaving _____

Name of Supervisor _____

Duties in Brief: _____

I authorize **Johns Island Presbyterian Church** to check my statements, education, former employers, and personal references. I certify all the information on this application to be true, and agree that any misrepresentation or concealment of a material fact will be sufficient charge for dismissal.

If I am hired, I agree to abide by the policies of Johns Island Presbyterian Church.

Signature of Applicant _____