



Please print clearly.

Application for Employment

Office Use Only

Date of 1st Interview: _____
Date of 2nd Interview: _____
Date Hired: _____
Date Started: _____
Date Discharged: _____

Date: ___/___/___

First Name	M.I.	Last Name		
Home Phone		Cell Phone		
Street		City	State	Zip
How long have you lived here?				
Driver's License #		Email		
Position Applying For:			Date Available	
I am looking for:				
<input type="checkbox"/> Full time only		<input type="checkbox"/> Part Time Only	<input type="checkbox"/> Full or Part Time	Number of Hours per week: _____

EDUCATION

(Attach copies of certification and transcripts for highest degree)

High School	Did you graduate?	Degree
College or University	Degree	Major/Minor
Professional or Graduate School	Degree	Major/Minor
Other relevant training (course name and institution):		
Other skills or achievements that we should consider:		

CRIMINAL OFFENSES

____ I HAVE NOT been arrested, or pled guilty and/or no contest, or been convicted of any criminal offense in the last 10 years.

____ I HAVE been arrested, or pled guilty and/or no contest, or been convicted of any criminal offense in the last 10 years.

If yes, explain:

Date: _____ Nature of the offense: _____

Consequences: _____

PROFESSIONAL EXPERIENCE

(Begin with most recent)

Company: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ Dates: _____ Salary: _____
Responsibilities: _____
Advancements or Promotions: _____
Reason for leaving: _____
May we contact your supervisor for a reference? _____
Supervisor's Contact Info: Phone: _____ Email: _____

Company: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ Dates: _____ Salary: _____
Responsibilities: _____
Advancements or Promotions: _____
Reason for leaving: _____
May we contact your supervisor for a reference? _____
Supervisor's Contact Info: Phone: _____ Email: _____

Company: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ Dates: _____ Salary: _____
Responsibilities: _____
Advancements or Promotions: _____
Reason for leaving: _____
May we contact your supervisor for a reference? _____
Supervisor's Contact Info: Phone: _____ Email: _____

PROFESSIONAL REFERENCES

(List 3 work-related references, not family or friends, that we can contact)

Name	Occupation	Email
Company	Phone	Address

Name	Occupation	Email
Company	Phone	Address

Name	Occupation	Email
Company	Phone	Address

ADDITIONAL QUESTIONS:

1. What are your career goals and objectives?

2. Why do you desire to work at Harvest Community Church?

3. What experiences have prepared you to do the type of work for which you are applying?

4. What would your last supervisor say your strengths and weaknesses are?

5. What was your attendance record at your 3 previous jobs?

a. _____

b. _____

c. _____

6. What are your special talents, hobbies, interests?

7. Do you have reliable transportation? _____

8. Please list below any other information you would like us to know about you.

9. What days/hours are you available to work? _____
Are you willing to work additional hours if needed? _____ Explain: _____

10. Please list below any other information you would like us to know about you.

11. Are you currently an active member of a church? Yes _____ No _____

Church Name: _____

Address: _____

Pastor's Name: _____ Phone: _____

Activities or Ministries in which you are involved: _____



DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Harvest Community Church is "at will", which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change. If employed by Harvest Community Church, I understand that they may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I also understand that HCC has a drug and alcohol policy that provides for testing. I recognize that consent to and compliance with this policy is a condition of my employment, and that continued employment with HCC may be based on the successful passing of such testing under the policy.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that I am required to abide by all rules and regulations of the employer whether written or verbal. I also agree to give at least a two-week written notice if or when I would decide to leave this position.

Signature: _____

Date: _____

Printed Name: _____

Witnessed by: _____

Date: _____

Printed Name: _____



AUTHORIZATION FOR BACKGROUND CHECK

I, _____ hereby authorize Harvest Community Church to investigate my background and qualifications for the purpose of evaluating whether I am qualified for the position for which I am applying.

I understand that Harvest Community Church may utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by whatever information services and outside entities that Harvest Community Church may choose to use.

I also give Harvest Community Church permission to check the references I have supplied as well as schools, previous employers and others. I completely understand that I may withhold my permission and that in such case, no investigation will be done, and my application for employment will not be processed further.

Signature of applicant

Date

Printed name of applicant