

County Line Church of the Brethren

Job Application Form

PLEASE PRINT

Name: _____ Date: _____

First
M.I.
Last

Present Address: _____

Street
City
State
Zip

Phone Number: _____ Email: _____

Date available to work: _____

Have you ever attended schools or worked under another name? Yes _____ No _____

If Yes, What name(s): _____

Are you legally eligible to work in the United States: Yes _____ No _____

Have you ever been convicted of or pleaded no contest to a felony? Yes _____ No _____

If yes, please explain: _____

EDUCATION

Name and Location	Course of Study	Dates Attended	Graduated		
			Yes / No	Mo / Year	Degree
<i>High School</i>					
<i>College</i>					
<i>Vocational</i>					
<i>Other</i>					

Additional comments regarding education: _____

SKILLS

List Computer Software in which you are proficient: _____

Other Skills, Licenses, Training, and/or Awards: _____

Employment History
(List present or most recent employer first)

Name of Company: _____ Address: _____
Supervisor: _____ Salary: _____ Phone: _____
Job Title: _____ Date Started: _____ Date Left: _____
Job Description: _____

Reason for Leaving: _____

Name of Company: _____ Address: _____
Supervisor: _____ Salary: _____ Phone: _____
Job Title: _____ Date Started: _____ Date Left: _____
Job Description: _____

Reason for Leaving: _____

Name of Company: _____ Address: _____
Supervisor: _____ Salary: _____ Phone: _____
Job Title: _____ Date Started: _____ Date Left: _____
Job Description: _____

Reason for Leaving: _____

Name of Company: _____ Address: _____
Supervisor: _____ Salary: _____ Phone: _____
Job Title: _____ Date Started: _____ Date Left: _____
Job Description: _____

Reason for Leaving: _____

REFERENCES

(Please list 3 persons other than relatives or personal friends, who can judge your work ability)

1. Name: _____ Occupation: _____

Address: _____ Phone: _____

2. Name: _____ Occupation: _____

Address: _____ Phone: _____

3. Name: _____ Occupation: _____

Address: _____ Phone: _____

Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.

PLEASE READ

I certify all information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration, or if employed, is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize County Line Church to investigate past employment and education history, as well as references given on this application.

I understand that if employed such employment may be terminated for just cause, or no cause, by County Line Church or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Church Board. I understand that no church representative, other than the Church Board, and then only when in writing and signed by the Board Chair, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

Signature Date

OFFICE USE ONLY

Interviewed By: _____ Date: _____

Hired: YES _____ NO _____ Position: _____ Salary: _____

Starting Date: _____ Reporting To: _____

Approved: _____ (Board Chair)