

# HAMILTON CHRISTIAN CENTER

## Employment Application

Each question should be answered fully and accurately. No action can be taken on this application until all questions have been answered. Attach additional paper if you do not have room on this application. PLEASE PRINT, except for your signature. In reading and answering questions, please be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Last Name First Name Middle Name Suffix

Address City State Zip

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone – Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Name of Spouse \_\_\_\_\_

Children – Name and ages \_\_\_\_\_

Employment effective \_\_\_\_\_ Position \_\_\_\_\_

Are you a member of Hamilton Christian Center? \_\_\_\_yes \_\_\_\_no

Have you ever filed an application with us before? If yes, give date. \_\_\_\_\_ \_\_\_\_yes \_\_\_\_no

Have you ever been employed by us? If yes, give date. \_\_\_\_\_ \_\_\_\_yes \_\_\_\_no

Are you currently employed? \_\_\_\_yes \_\_\_\_no

If yes, can we contact employer? \_\_\_\_yes \_\_\_\_no

Are you prevented from lawfully becoming employed in this country due to visa or immigration status? \_\_\_\_yes \_\_\_\_no

Are you currently on layoff status and subject to recall? \_\_\_\_yes \_\_\_\_no

Can you travel if a job requires it? \_\_\_\_yes \_\_\_\_no

Do you expect to be engaged in any other business or employment while working for Hamilton Christian Center? \_\_\_\_yes \_\_\_\_no

Have you been convicted of a felony? \_\_\_\_yes \_\_\_\_no

Have you been convicted of or pleaded guilty to any law violation? \_\_\_\_yes \_\_\_\_no

If yes, other than speeding or parking violations, please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any skills or training you may have. Please include equipment and computer programs you are trained to use. \_\_\_\_\_

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List professional, trade, business or civic activities and offices held. (You may exclude membership which reveals gender, race, national origin, age, ancestry, disability, or other protected status.)

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### Education

High School: \_\_\_\_\_ City and State: \_\_\_\_\_

Course Study: \_\_\_\_\_ Years Completed: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

Undergraduate College: \_\_\_\_\_ City and State: \_\_\_\_\_

Course Study: \_\_\_\_\_ Years Completed: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

Graduate/Professional: \_\_\_\_\_ City and State: \_\_\_\_\_

Course Study: \_\_\_\_\_ Years Completed: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

### References

Name	Title	Phone
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### **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employee decision. I also understand I may be requested to submit to and authorize release of the results on a drug test.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Hamilton Christian Center is of an "at will" nature, which means that the employee may resign at any time and Hamilton Christian Center may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by Business Administrator of Hamilton Christian Center.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Hamilton Christian Center.

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Signature of Applicant

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Date