

# EMPLOYMENT APPLICATION



## APPLICANT INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Date Available \_\_\_\_\_ Desired Salary \_\_\_\_\_

Position Applied for \_\_\_\_\_

Are you authorized to work in the U. S.? YES  NO

Do/will you require immigration sponsorship to work for Eastbrook Church? YES  NO

Do you have a valid driver's license? YES  NO  If no, explain: \_\_\_\_\_

Have you ever been convicted of a crime? YES  NO  If yes, give date/court: \_\_\_\_\_

## EDUCATION

High School \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

College \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

Other \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

## REFERENCES

*Please list three professional references.*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Company \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  If not, why? \_\_\_\_\_

Company \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  If not, why? \_\_\_\_\_

Company \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  If not, why? \_\_\_\_\_

## MILITARY SERVICE

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## ADDITIONAL INFORMATION

Membership in professional and civic organizations, special accomplishments, awards, etc.

---

---

---

---

---

---

---

---

---

---

## DISCLAIMER AND SIGNATURE

Please read and understand this statement before signing your application:

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will result in rejection of my application or, if discovered after I am employed, termination of my employment.

I authorize Eastbrook Church ("Eastbrook") to contact and obtain information about me from previous employers, educational institutions and "references" I have provided, and any other party necessary to verify the accuracy of information I have disclosed in this application, a related employment resume or a personal interview. In consideration for Eastbrook's consideration of my Application, I waive all rights and claims I may otherwise have against Eastbrook or its representatives, for seeking, collecting and using information to evaluate my employment request and against any and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand that either Eastbrook or I will have the right to terminate my employment at any time, with or without notice, unless required by law, and for any lawful reason. I understand that no one, other than Eastbrook Church's Council, has authority to enter into any employment agreement with terms contrary to the foregoing and then only if the agreement is in writing signed by a representative authorized by Eastbrook Church's Council.

I fully understand and acknowledge all the above terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR EMPLOYER'S USE ONLY

#### REFERENCE CHECK

Employer	Person Contacted	Results
1		
2		
3		

#### TEST RESULTS

Test Administered	Rating	Analysis and Comments