

# Application For Employment

Revised 05/2006

First Presbyterian Church  
508 Franklin St.  
Grand Haven, MI 49417

Name \_\_\_\_\_ Social Security \_\_\_\_\_

Present Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Position applied for \_\_\_\_\_

Date \_\_\_\_\_

## **Background and Education**

Name & Location	Major or Type of course	Degree/Diploma
High School _____		
College _____		
Other _____		

## **GENERAL**

Can you perform the duties of this job, or perform them with reasonable means of assistance? ( ) yes ( ) no

If employed, what salary or hourly rate do you expect? \_\_\_\_\_

May we contact your present employer without jeopardizing your position? ( ) yes ( ) no

Have you ever been discharged for cause? ( ) yes ( ) no If yes, please explain.

Have you ever been convicted of a crime, excluding minor traffic violations? ( ) yes ( ) no

If yes, please explain.

Are there any pending felony violations against you? ( ) yes ( ) no

If yes, please explain.

Do you use illegal drugs? ( ) yes ( ) no

**Employment History** (continue on second sheet if necessary)

Please begin with most recent.

**Dates From and To**                      **Company**                      **Position**                      **Reason For Leaving**


**References**

List three non-related personal references

Name

Address

Phone Number


**Certification of Applicant**

I hereby certify that all information provided by me on this application is true and correct to the best of my knowledge. I understand that this employer will investigate the information I have furnished herein so as to verify its accuracy and completeness. I hereby authorize it to do so, and at the same time authorize my former employers, physicians and school officials to give this employer any truthful information concerning me that is within their knowledge or records. I understand that a false statement by me regarding any material facts requested in this application will be just cause for rejection of my application or for discharge from employment in the event that I am hired.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**APPLICANT: DO NOT COMPLETE THIS SECTION. THIS WILL BE COMPLETED ONLY IF HIRED.**

Date of Hire: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Marital Status: ( ) single ( ) married      Name of Spouse: \_\_\_\_\_

In case of emergency, notify (give two):

Name

Relationship

Where to reach during your work hours
