

# Westminster Presbyterian Church

... endeavoring to deepen our relationships with God and one another, and to share the love of Jesus Christ with every person.

## APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Please attach the following to this application:

- A recent photo of yourself
- A brief statement about your life of faith and/or your involvement in church throughout your life

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
last first middle

Present address: \_\_\_\_\_  
street city state zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Desired salary: \_\_\_\_\_

Are you currently employed? YES \_\_\_\_\_ NO \_\_\_\_\_ If so, may we contact them? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever applied to this church before? YES \_\_\_\_\_ NO \_\_\_\_\_ If so, when? (year) \_\_\_\_\_

Did someone refer you to this job? If so, who? \_\_\_\_\_

### QUESTIONS

*All information in this application is held strictly confidential. Answering "yes" to any of these questions may not necessarily preclude your involvement in ministry at Westminster.*

Do you use illegal drugs? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been hospitalized or treated for alcohol or substance abuse? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been arrested for a criminal offense, excluding minor traffic violations? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been accused, arrested, or convicted for any sexually-related crime? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been accused, arrested, or convicted for any abuse-related crime? YES \_\_\_\_\_ NO \_\_\_\_\_

*If you answered "yes" to any of the above questions, please provide a written explanation.*

Would you be willing to submit to a background check? YES \_\_\_\_\_ NO \_\_\_\_\_

If hired, can you provide the necessary documentation to work legally in the U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_

### CHURCH AFFILIATION

Current church \_\_\_\_\_ Are you a member? YES \_\_\_\_\_ NO \_\_\_\_\_

**IN CASE OF EMERGENCY, PLEASE CONTACT:** (name, address, phone)

**EDUCATION**

EDUCATION	NAME / LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?
HIGH SCHOOL			
COLLEGE			
POST-COLLEGE			

In a paragraph, describe your high school experience:

**FORMER EMPLOYERS:** *(List below your last 4 employers, starting with the most recent)*

EMPLOYMENT DATES	NAME, ADDRESS, AND PHONE # OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM: TO:				
FROM: TO:				
FROM: TO:				
FROM: TO:				

Which of these jobs did you like best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

**REFERENCES:** *(List 3 persons not related to you, whom you have known at least 1 year)*

NAME	PHONE #	ADDRESS	BUSINESS	YEARS KNOWN
1.				
2.				
3.				

**AFFIRMATIONS**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give WPC any and all information concerning my previous employment and pertinent information they may have, and release all parties from all liability from any damage that may result from furnishing same to WPC.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.”

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

I understand that Westminster Presbyterian Church is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability or any other category protected by Federal, State, or local law. As a religious organization, the Civil Rights Act of 1964 exempts Westminster Presbyterian Church against religious discrimination in employment on the basis of religion.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give Westminster Presbyterian Church or its designees any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing such information to Westminster Presbyterian Church. I also authorize Westminster Presbyterian Church to provide truthful information concerning my employment with WPC to future employers, and I agree to hold it harmless for providing such information.

I understand that Westminster Presbyterian Church reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or anytime during employment, and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to Westminster Presbyterian Church or its designees. I release Westminster Presbyterian Church and its designees from any and all liability and damages which may result or arise from any drug and alcohol screening tests or the provision of information in connection with such tests.

I understand that this employment application and any other documents are not promises of employment. Should I be employed, I understand that my employment will be on an “at-will” basis. I further understand that if I am employed, I may terminate my employment at any time, with or without advance notice and that Westminster Presbyterian Church has a similar right. I understand that no manager, representative, or agent of Westminster Presbyterian Church has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I agree to be bound by any additional employment standards as set forth in this application, the employee handbook, or agreed to between myself and Westminster Presbyterian Church at the time of hire.

The information given by me on this application and during the interview process is true and complete in all respects, and all information requested in the application and hiring process will be provided on a timely basis. I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in Westminster Presbyterian Church’s judgment), I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I acknowledge that Westminster Presbyterian Church may obtain a criminal history background screening on me for use in connection with my application and, if I am hired, my employment with Westminster Presbyterian Church. I also authorize Westminster Presbyterian Church to obtain this information periodically while I am employed.

This application will be considered “active” for a maximum of one year. If you wish to be considered for employment after that time, you must reapply.

Do not sign until you have read and understood these statements.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## BACKGROUND SCREENING CONSENT

I, \_\_\_\_\_, hereby authorize Westminster Presbyterian Church and/or its agents to make an independent investigation of my background that may include: references, character, past employment, education, credit history (if applicable for position), audit criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Westminster Presbyterian Church.

I release Westminster Presbyterian Church and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all the information is true and correct to the best of my knowledge:

Full Name (printed) \_\_\_\_\_ Soc Sec #: \_\_\_\_\_

Maiden Name or Other Names Used \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License # \_\_\_\_\_ State of License \_\_\_\_\_

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

How Long at Present Address? \_\_\_\_\_

Former Address \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Please List All States and Counties of Residence Since Turning 18: \_\_\_\_\_

\_\_\_\_\_

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