

**Christ Church of the Ascension**  
Employment Application Form

**PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE**

**APPLICATION FOR EMPLOYMENT**

**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS. ALL APPLICANTS ARE SUBJECT TO A BACKGROUND CHECK WHICH MAY INCLUDE BUT NOT LIMITED TO PAST EMPLOYERS, CREDIT AND CRIMINAL RECORDS CHECK..**

<b>PLEASE COMPLETE PAGES ALL SECTIONS</b>	DATE _____
Name _____	
Last	First
Middle	Maiden
Present address _____	
Number	Street
City	State
Zip	
How long _____	
Telephone (____) _____	
If under 18, please list age _____	
Position applied for (1) _____	Days/hours available to work
and salary desired (2) _____	No Pref _____ Thur _____
(Be specific)	Mon _____ Fri _____
	Tue _____ Sat _____
	Wed _____ Sun _____
How many hours can you work weekly? _____ Can you work nights? _____	
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME	
When available for work? _____	

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?     No     Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

\_\_\_\_\_

\_\_\_\_\_

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**APPLICATION FOR EMPLOYMENT**

**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did?

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Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name  
\_\_\_\_\_

Position \_\_\_\_\_

Position  
\_\_\_\_\_

Company \_\_\_\_\_

Company  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address  
\_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( )  
\_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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**This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.**

Thank you for completing this application form and for your interest in our business.