



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

POSITION APPLIED FOR

DATE: _____

TITLE: _____

DATE AVAILABLE: _____

FULL TIME / PART TIME: _____

MIN ACCEPTABLE SALARY: _____

REFERRED BY: _____

GENERAL IINSTRUCTIONS

- Type or Print in ink
- Specify a Position
- Signature Required

CONTACT INFORMATION

NAME _____

EMAIL ADDRESS _____

ADDRESS _____

FACEBOOK ID _____

CITY/STATE/ZIP _____

HOME PHONE _____

CELL PHONE _____

TIMES AVAILABLE

TIMES UNAVAILABLE

Sun		
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		

HAVE YOU PREVIOUSLY WORKED AT MORNINGSIDE CHURCH? YES _____ NO _____

HAVE YOU PREVIOUSLY APPLIED FOR WORK AT MORNINGSIDE CHURCH? YES _____ NO _____

PLEASE ANSWER THE FOLLOWING IN A BRIEF PARAGRAPH:

WHAT LED YOU TO MORNINGSIDE CHURCH AND WHAT ARE YOUR EXPECTATIONS OF THE POSITION FOR WHICH YOU ARE APPLYING?

COMPUTER LITERACY:

PROGRAM	SKILL RATING (EXCELLENT, GOOD, FAIR, NONE)
TYPING SKILLS	
MICROSOFT WORD	
MICROSOFT EXCEL	
OTHER:	

EDUCATION

HIGH SCHOOL					
NAME / LOCATION		DIPLOMA _____		NONE _____	

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL					
DATES OF ATTENDANCE					
NAME OF SCHOOL	LOCATION	FROM	TO	MAJOR / MINOR	TYPE OF DEGREE

DRIVER LICENSE REGISTRATION

NUMBER:	STATE ISSUED:	EXPIRATION DATE:
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EMPLOYMENT

DESCRIBE YOUR EMPLOYMENT HISTORY IN DETAIL BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB. RESUME MAY BE ATTACHED FOR ADDITIONAL INFORMATION.

NAME OF COMPANY AND TYPE OF BUSINESS	FROM		TO	
	MONTH	YEAR	MONTH	YEAR
TELEPHONE:	REASON FOR LEAVING:			
TITLE:	NAME OF SUPERVISOR:			
FULL TIME / PART TIME	HOURS PER WEEK:			
DUTIES & RESPONSIBILITIES:				
DID YOU SUPERVISE / MANAGE:			HOW MANY EMPLOYEES:	

NAME OF COMPANY AND TYPE OF BUSINESS	FROM		TO	
	MONTH	YEAR	MONTH	YEAR
TELEPHONE:	REASON FOR LEAVING:			
TITLE:	NAME OF SUPERVISOR:			
FULL TIME / PART TIME:	HOURS PER WEEK:			
DUTIES & RESPONSIBILITIES:				
DID YOU SUPERVISE / MANAGE:			HOW MANY EMPLOYEES:	

NAME OF COMPANY AND TYPE OF BUSINESS	FROM		TO	
	MONTH	YEAR	MONTH	YEAR
TELEPHONE:	REASON FOR LEAVING:			
TITLE:	NAME OF SUPERVISOR:			
FULL TIME / PART TIME:	HOURS PER WEEK:			
DUTIES & RESPONSIBILITIES:				
DID YOU SUPERVISE / MANAGE:			HOW MANY EMPLOYEES:	

PLEASE LIST ANY ADDITIONAL JOBS:

COMPANY NAME	PHONE	CONTACT	YEARS EMPLOYED

AFFILIATIONS AND RECOGNITION:

CIVIC AND COMMUNITY ORGANIZATIONS:
PROFESSIONAL OR OTHER SOCIETIES:
LEISURE TIME ACTIVITIES:

REFERENCES:

REFERENCE LISTING FOR: _____
 APPLICANT NAME

CURRENT PASTOR:	CONTACT INFORMATION:

PROFESSIONAL:

PLEASE LIST THE NAMES AND CONTACT INFORMATION OF TWO OR THREE PREVIOUS EMPLOYERS OR INDIVIDUALS WHO CAN REPORT ON YOUR WORK OR EDUCATIONAL EXPERIENCE.

COMPANY NAME:	CONTACT NAME:	CONTACT TITLE:	PHONE:

PERSONAL:

PLEASE LIST THE NAMES AND CONTACT INFORMATION OF THREE OR FOUR PERSONAL REFERENCES.

NAME:	PHONE:

CITIZENSHIP

MORNINGSIDE CHURCH HIRES ONLY US CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. ALL PROSPECTIVE EMPLOYEES ARE REQUIRED TO PROVIDE IDENTIFICATION AND PROOF OF CITIZENSHIP OR AUTHORIZATION TO WORK IN THE UNITED STATES.

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?

YES

NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

YES

NO

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU?

YES

NO

I UNDERSTAND THAT NOTHING CONTAINED IN THIS APPLICATION OR CONVEYED DURING ANY INTERVIEW IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN MYSELF AND MORNINGSIDE CHURCH. I ALSO UNDERSTAND AND AGREE THAT EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AT THE OPTION OF MYSELF OR THE COMPANY.

I CERTIFY THE INFORMATION ON THIS APPLICATION AND ATTACHMENTS TO BE TRUE AND CORRECT. I AGREE THAT ANY MISREPRESENTATION OR OMISSION OF FACTS MAY BE GROUNDS FOR REJECTION OF THIS APPLICATION OR MAY BE SUFFICIENT CAUSE FOR MY DISMISSAL SHOULD I BE HIRED.

BY SIGNING THIS APPLICATION I AM CONSENTING TO A CRIMINAL BACKGROUND CHECK, IF APPLICABLE.

PLEASE NOTE REFERENCES WILL ALSO BE CHECKED.

APPLICANT SIGNATURE

DATE

