

Northminster Presbyterian Church Employment Application

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form. Attach a resume or additional information if appropriate.

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Street Address

City, State, Zip Code

Phone Number

Email:

(____) _____

Are you eligible to work in the United States?

Yes _____ No _____

Are you over age 18? Yes _____ No _____

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For

What date are you available to start work?

EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title Address Phone

I authorize contact with my references and the verification of any or all information listed above.

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize contact with my references and the verification of any or all information listed above.

Signature _____

Date _____

CRIMINAL HISTORY BACKGROUND CHECK & DRIVER'S LICENSE AUTHORIZATION FORM

Northminster Presbyterian Church requires criminal background checks of all full-time and part-time applicants, employees, interns and volunteers (over age 18). These measures are being instituted in an attempt to ensure the safety of participants, employees and volunteers.

APPLICANT OR EMPLOYEE INFORMATION

PLEASE PRINT CLEARLY

Status:	<input type="radio"/> Employee <input type="radio"/> Volunteer <input type="radio"/> Applicant
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Last Name:		First Name:		Middle Initial:	
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If you may be known by any other name (i.e., pre-marriage, alias), please indicate: Yes No

If so, when was the last year you used this name? _____

Other Last Name:		Other First Name:		Other Middle Initial:	
Other Last Name:		Other First Name:		Other Middle Initial:	

I certify that the information provided above is true and complete. I understand that false or misleading information given in my employment or volunteer application, interview(s) or on this form will render my application void and will result in termination in the event of my employment or volunteer assignment. I authorize Northminster Presbyterian Church to make a criminal background investigation in arriving at a decision regarding my employment or volunteer service. I further authorize the Illinois State Police to release criminal background information as part of the criminal background .

Signature: _____

Date: _____