

APPLICATION FOR EMPLOYMENT

FIRST PRESBYTERIAN CHURCH OF ANN ARBOR

This organization provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, genetic information, marital status, height, weight, status as a covered veteran in accordance with applicable federal, state and local laws or any other characteristic covered by federal, state or local law.



PLEASE ENSURE THE APPLICATION IS COMPLETED IN ITS ENTIRETY – FAILURE TO DO SO COULD DISQUALIFY YOU FROM FURTHER CONSIDERATION

Applicant Name		Date		Best Time to be Reached	
Email Address		Home Phone		Mobile Phone	
Street Address	City			State	Zip

Are You Eligible to Work in the U.S.?	YES	NO	Are You At Least 18 Years of Age? If NO, You May Be Required to Provide a Work Authorization.	YES	NO
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Have You Worked for This Company Before?	YES	NO	Do You Know Anyone Who Works for This Company? If Yes, Who?	YES	NO
How Did You Hear About Us?					

What Shifts Are You Available to Work? <i>Please Circle All That Apply</i>	DAYS	AFTS	MIDS	ANY	Are You Willing to Work Weekends?	YES	NO
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Desired Position	Desired Hours/Week
Desired Salary	Desired Start Date

Education – Include High School, College, University and Trade Schools

Name of School		Name of School	
City of School	# of Years Attended	City of School	# of Years Attended
Degree Received	Major	Degree Received	Major

Name of School		Name of School	
City of School	# of Years Attended	City of School	# of Years Attended
Degree Received	Major	Degree Received	Major

COMPLETE Employment History for the Last 7 Years. Start with Most Recent Employer and Work Backwards in Time.

Incomplete information / work history could disqualify you from further consideration. Attach additional sheets as necessary.

Name of Employer (1)						Name of Employer (2)									
Telephone						Telephone									
Address						Address									
Work Performed						Work Performed									
Reason for Leaving						Reason for Leaving									
Supervisor Name & Title						Supervisor Name & Title									
Dates Employed		Start		End		Dates Employed		Start		End					
Are You Eligible for Rehire?		YES	NO	May We Contact This Employer?		YES	NO	Are You Eligible For Rehire?		YES	NO	May We Contact This Employer?		YES	NO

Name of Employer (3)						Name of Employer (4)									
Telephone						Telephone									
Address						Address									
Work Performed						Work Performed									
Reason for Leaving						Reason for Leaving									
Supervisor Name & Title						Supervisor Name & Title									
Dates Employed		Start		End		Dates Employed		Start		End					
Are You Eligible For Rehire?		YES	NO	May We Contact This Employer?		YES	NO	Are You Eligible For Rehire?		YES	NO	May We Contact This Employer?		YES	NO

Name of Employer (5)						Name of Employer (6)									
Telephone						Telephone									
Address						Address									
Work Performed						Work Performed									
Reason for Leaving						Reason for Leaving									
Supervisor Name & Title						Supervisor Name & Title									
Dates Employed		Start		End		Dates Employed		Start		End					
Are You Eligible for Rehire?		YES	NO	May We Contact This Employer?		YES	NO	Are You Eligible for Rehire?		YES	NO	May We Contact This Employer?		YES	NO

Professional License(s) Held

License Type		License Type	
License Number	License Expiration Date	License Number	License Expiration Date

Skills That Would Enhance Your Ability to Perform the Position to Which You Are Applying

Computer-Based Skills	Miscellaneous Skills
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References – Please Provide Reference Information From at Least 3 People NOT Related to You

Reference's Name		Reference's Name	
Associated Company/Relationship		Associated Company/Relationship	
Address	Primary Phone	Address	Primary Phone
Email	Years Known	Email	Years Known

Reference's Name		Reference's Name	
Associated Company		Associated Company	
Address	Primary Phone	Address	Primary Phone
Email	Years Known	Email	Years Known

FIRST PRESBYTERIAN CHURCH OF ANN ARBOR is an equal opportunity employer. **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR** does not discriminate in employment on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, genetic information, marital status, height, weight, status as a covered veteran in accordance with applicable federal, state and local laws or any other characteristic covered by federal, state, or local law.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR** to hire me. If I am hired, I agree that my employment is "at will" and I understand that either **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR** or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR** – other than Head Pastor or President – has the authority to make any assurance to the contrary, which must be in writing, signed by Head Pastor or President and myself.

I acknowledge that any offer of employment may be contingent on the results of a background check satisfactory to **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR**. I attest with my signature below, that I have given **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR** true and complete information on this application. No requested information has been concealed. I authorize **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR** to contact references provided and to verify all listed employment. If any information provided is untrue, or I have concealed material information, I understand this will constitute cause for denial of employment or immediate dismissal.

By signing below, I agree and understand that I have 300 days with which to file a charge of discrimination with the Equal Employment Opportunity Commission arising out of my employment, application for employment or termination of employment. I agree that any other action or suit that I may bring against **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR** arising out of or relating to my employment, application for employment or termination of employment must be brought within 180 days of the event giving rise to claim or be forever barred. I waive any longer limitations periods that may apply in those circumstances, but I retain the right to file a charge of discrimination with the EEOC as stated above. This reduced limitations period is contractual in nature and may not be unilaterally modified by myself or **FIRST PRESBYTERIAN CHURCH OF ANN ARBOR**.

Applicant's Signature

Date