

Crete United Methodist Church

1321 Main Street, Crete, IL 60417

708-672-8353

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE | AN EQUAL OPPORTUNITY EMPLOYER)

DATE _____

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 _____

REFERRED
BY _____

CHURCH

CURRENT CHURCH _____ ARE YOU A MEMBER? YES _____ NO _____

EDUCATION

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

FORMER EMPLOYERS

(LIST BELOW THE LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

DATE, MONTH, YEAR	NAME, ADDRESS, PHONE # OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

List pertinent skills and past work experience that relate to the position desired:

- REFERENCES

(PLEASE GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

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

IN CASE OF EMERGENCY

NAME	ADDRESS	PHONE
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ALL INFORMATION IN THIS APPLICATION IS HELD STRICTLY CONFIDENTIAL.

"I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE YOU TO MAKE SUCH INVESTIGATIONS AND INQUIRIES OF MY PERSONAL, EMPLOYMENT, FINANCIAL, OR MEDICAL HISTORY AND OTHER RELATED MATTERS AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I HEREBY RELEASE EMPLOYERS, SCHOOLS, OR PERSONS FROM ALL LIABILITY IN RESPONDING TO INQUIRIES IN CONNECTION WITH MY APPLICATION. I FURTHER UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

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 _____