

APPLICATION FOR EMPLOYMENT

Position Applied For _____

First Congregational Church of Twinsburg, U.C.C., considers all applicants for employment without regard to race, color, religion, age, disability/handicap, gender, and/or national origin, or, any other protected category, unless otherwise provided by law.

PERSONAL

Last Name First Middle Date

Street Address

City, State, Zip () Home Phone Number

() Cell Phone Number

Check one:

Are you available for full-time work? Yes No

Will you work hours beyond your regularly scheduled hours, if asked? Yes No

When will you be able to begin work? _____

Are you legally eligible for employment in the United States? Yes No

(Proof of identity and employment authorization will be required upon employment.)

Have you been convicted of a felony within the last 5 years? Yes No

(Record of conviction does not disqualify applicant from employment consideration.

Applicant is not required to disclose sealed and expunged records.)

What is your salary requirement? Please provide a range _____

How did you hear about FCCT / this position? _____

If you were referred by a current FCCT employee, please provide a name _____

Special training or skills which may be necessary or helpful for this position:

EDUCATION

SCHOOL - Name & Location

**No. of years
completed?**

**Did you
graduate?**

**Degree(s)
Obtained**

High School

Business/Trade/Technical

College

Graduate School

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. If you have more than three employers within the last five years, please use the back side of the last page of this application to show additional employers.

1. Company Name

Company Address

() _____
Telephone Number

Dates of Employment (month/year)

Last Salary

Name of Supervisor

State Job Title and description of responsibilities:

Was your termination (check one)

VOLUNTARY

INVOLUNTARY

If "involuntary", please explain reason for termination:

2. Company Name

Company Address

() _____
Telephone Number

Dates of Employment (month/year)

Last Salary

Name of Supervisor

State Job Title and description of responsibilities:

Was your termination (check one)

VOLUNTARY

INVOLUNTARY

If "involuntary", please explain reason for termination:

3. Company Name

Company Address (_____) Telephone Number

Dates of Employment (month/year) Last Salary Name of Supervisor
State Job Title and description of responsibilities: _____

Was your termination (check one) VOLUNTARY _____ INVOLUNTARY _____
If "involuntary", please explain reason for termination: _____

Have you ever been disciplined by a prior or current employer by verbal or written warning, suspension or otherwise? (Check one) YES _____ NO _____

If "yes", please describe the circumstances and how the matter was resolved:

Indicate if *First Congregational Church of Twinsburg, U.C.C.* can contact your current employer for reference at this time: YES _____ NO If "no", please be advised that your current employer will be contacted should an offer of employment be accepted contingent upon verification of current employment.

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

Exclude those which may disclose your race, color, religion, age, disability/handicap, gender, and/or national origin or any other protected category.

SIGNATURE

The information provided in this Application for Employment is true, correct, and complete. If I am accepted for employment, any misstatement or omission of fact on this application or provided in any interview may result in my dismissal. I understand that this Application for Employment and other company documents are *not* contracts of employment.

I authorize *First Congregational Church of Twinsburg, U.C.C.*, to thoroughly investigate my references, personal history, work record, and other matters related to my suitability for employment. I also release *First Congregational Church of Twinsburg, U.C.C.*, from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand and agree that if I am employed, my employment is for no definite period of time and may be terminated at any time, with or without prior notice, at the option of either myself or *First Congregational Church of Twinsburg, U.C.C.*, and that no promises or representations contrary to the foregoing are binding on *First Congregational Church of Twinsburg, U.C.C.*, unless made in writing and signed by me and the Moderator and Trustees of *First Congregational Church of Twinsburg, U.C.C.*

Date Signed: _____

Applicant's Signature: _____