



APPLICATION FOR EMPLOYMENT

It is the policy of New Hope Community Church to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, marital status, religion, national origin or other protected classification.

Name _____ Date _____
 Last First Middle

Address _____
 Street City State Zip

Telephone Number _____ Are you over 18 years old? Yes No

Can you, after receiving an offer of employment, submit verification of your legal right to work in the United States? Yes No

Position(s) applied for: _____

How did you learn of this position? _____

Have you worked here before? Yes No

Normal working hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Will you be able to work these hours? Yes No

Are there any hours or days you cannot or will not work? _____

Are you willing to work overtime when reasonably required? Yes No

Are there any essential functions of the position applied for which you cannot perform?
 Yes No If yes, what can be done to accommodate you? _____

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

Have you ever been released from a job? Yes No If yes, why?

Wage or salary desired? _____ When can you start? _____

Education	Name and Location of School	Year Graduated	Major	Diploma or Degree
High School				
College/Univ.				
College/Univ.				
Other training/education				

WORK EXPERIENCE

May we contact your present employer? Yes No Contact: _____

If "No," may we contact your present employer upon your acceptance of an employment offer?

Yes No

1. Most Recent Employer	
Employer _____	Telephone _____
Address _____	
Employment dates: From _____ to _____	
Starting Position _____	Position on Leaving _____
Starting Salary _____	Salary on Leaving \$ _____ per _____
Name and Title of Supervisor _____	
Description of Duties _____	
Reason for Leaving _____	
2. Previous Employer	
Employer _____	Telephone _____
Address _____	
Employment dates: From _____ to _____	
Starting Position _____	Position on Leaving _____
Starting Salary _____	Salary on Leaving \$ _____ per _____
Name and Title of Supervisor _____	
Description of Duties _____	
Reason for Leaving _____	
3. Previous Employer	
Employer _____	Telephone _____
Address _____	
Employment dates: From _____ to _____	
Starting Position _____	Position on Leaving _____
Starting Salary _____	Salary on Leaving \$ _____ per _____
Name and Title of Supervisor _____	
Description of Duties _____	
Reason for Leaving _____	

In addition to your work experience, what other experiences, skills, or qualifications would especially fit you for work with our company?

REFERENCES

(Do not list relatives, former supervisors, clergy or any other person who might reflect race, color, religion, sex, national origin or ancestry.)

1. Name _____ Telephone No. _____
Occupation _____ Relationship _____
2. Name _____ Telephone No. _____
Occupation _____ Relationship _____
3. Name _____ Telephone No. _____
Occupation _____ Relationship _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that the withholding of information or the giving of false information on this Application will result in a refusal to hire or in disciplinary action up to and including the termination of my employment.

I further understand and agree that if I am offered employment by New Hope Church it will be on an at-will basis. This means that either I or New Hope may terminate the employment relationship at any time for any reason, with or without cause and with or without notice. I understand and agree that only the Staff Relations Committee of New Hope Church can enter into an agreement on any other terms and they can only do so in a writing signed by the Senior Pastor, the Staff Relations Chair and by me. I understand that this necessarily means that no oral representation made by any person can change or modify the at-will nature of my employment with New Hope Church.

I further understand and agree that if I am hired by New Hope, length of employment, promotions, positive performance reviews, pay increases, bonuses, increases in job duties or responsibilities and other changes during employment will not change the at-will term of employment with New Hope and will not create any implied contract requiring cause for termination. Finally, I understand and agree that this constitutes the entire agreement between me and New Hope with regard to the nature and duration of employment with New Hope and the circumstances under which either the church or its employees may terminate the employment relationship.

I HAVE READ THE ABOVE PRIOR TO SIGNING THIS APPLICATION.

Date _____ Applicant's signature _____