

# PALMS PRESBYTERIAN CHURCH - APPLICATION FOR EMPLOYMENT

Palms Presbyterian Church (Palms) is committed to a policy of Equal Employment Opportunity. All applicants are considered for all positions without regard to race, color, sex (including sexual orientation, pregnancy, and gender identity), national or ethnic origin, age, ancestry, marital status, genetic information, physical or mental disability, medical condition, military or covered veteran status, citizenship or any other protected classification, covered under applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to fulfilling the mission of Palms. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application or to otherwise participate in the application or interview process should contact the Church Business Director. Please print.

Position(s) Applied for		Date of Application		
Print Name (Last, First, & Middle)				
Street Address		City	State	ZIP Code
Primary Phone Number	Alternate Phone Number	Email		

## EMPLOYMENT EXPERIENCE

List the names of your present or previous employers in chronological order with the present or most recent employer listed first. Be sure to account for all time periods. If self-employed, give the firm name and supply business references. Please use an additional page if necessary.

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

**EMPLOYMENT EXPERIENCE**

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Have you ever been involuntarily terminated or asked to resign from any job?..... Yes  No

If yes, explain:

Explain any gaps in your employment history:

List any other experience, job-related skills, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

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**EDUCATION**

Describe your educational background in the table provided below.

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

**BUSINESS AND PROFESSIONAL REFERENCES**

List three professional references of individuals who are **not** related to you:

Name and Title	Relationship	Phone Number or Email



**GENERAL INFORMATION**

1. For the purpose of verifying the information on this application, have you ever worked or attended school under a different name?.....  Yes  No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?.....  Yes  No  
If yes to either of the above, provide the additional information:

\_\_\_\_\_

\_\_\_\_\_

3. Have you previously worked for Palms?.....  Yes  No  
If yes, give dates and position: \_\_\_\_\_

4. On what date are you available to begin work? \_\_\_\_\_

5. Are you available to work?  Full-time  Part-time  Temporary

6. Days and hours you are available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

7. If hired, would you have a reliable means of transportation to and from work?.....  Yes  No
8. Can you travel if the position requires it?.....  Yes  No
9. Do you have any relatives who currently work at Palms?.....  Yes  No  
If Yes, please list name and relationship: \_\_\_\_\_

10. Are you at least 18 years old? .....  Yes  No

Note: If under 18, hire is subject to verification that you are of minimum legal age.

11. Are you legally authorized to work in the United States? .....  Yes  No

12. Do you now or will you in the future require immigration sponsorship for work authorization (e.g., H-1B)?.....  Yes  No

13. Note: If hired, verification will be required consistent with federal law. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?.....  Yes  No

Note: Palms complies with the ADA and considers reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

**APPLICANT ACKNOWLEDGMENT AND CERTIFICATION**

Read carefully and initial each paragraph below. If there is anything that you do not understand, please ask.

\_\_\_\_\_ I hereby authorize Palms to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers, schools, and references I have listed to disclose to Palms any and all letters, reports, transcripts and other information related to my work or school records requested without giving me prior notice of such disclosure. In addition, I hereby release Palms, my former employers, schools, references and all other persons named in this application from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ If I am employed by Palms, I understand that I am required to comply with all policies of Palms.

\_\_\_\_\_ If hired by Palms, I understand and agree that my employment with the Palms will be at-will, which means that neither I nor Palms is required to continue the employment relationship for any specific term, and Palms or I may terminate the employment relationship at any time with or without cause and with or without notice. I understand that the at-will employment status cannot be amended, modified, or altered in any way by any oral modifications.

\_\_\_\_\_ I understand that the safety of employees is extremely important to Palms and that Palms is committed to ensuring a safe working environment. I understand that every employee has a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of their site supervisor. I understand that if hired, I will be required to comply with federal, state, and local regulations related to on-the-job safety and health.

\_\_\_\_\_ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

\_\_\_\_\_ I certify that if hired, my employment with Palms will not conflict with, violate, or breach any contract, agreement or understanding that I am a party to or am bound by, including any non-solicitation, non-compete, or similar post-employment restriction or agreement I have with any current or former employer, other than the contracts or agreements I have disclosed in this application, if any.

**MY SIGNATURE INDICATES THAT I HAVE READ, UNDERSTAND, AND AGREE WITH ALL OF THE ABOVE STATEMENTS.**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_