



Leesburg Presbyterian Church

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Social Security # _____

Position applied for _____

How did you hear of this opening? _____

When can you start? _____ Desired Wage \$ _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Are you looking for full-time employment? Yes No

If no, what hours are you available? _____

Have you ever been convicted of a felony? Yes No

If yes, please describe conditions. _____

PLEASE NOTE: If you are attaching a resume with your education and employment history, you may skip the following section and move on to the reference portion of the application.

Education

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider? _____

Employment History (Start with most recent employer)

Company Name _____ Telephone _____
Dates employed: _____ Position _____
Responsibilities: _____

Reason for leaving _____

Company Name _____ Telephone _____
Dates employed: _____ Position _____
Responsibilities: _____

Reason for leaving _____

Company Name _____ Telephone _____

Dates employed: _____ Position _____

Responsibilities: _____

Reason for leaving _____

Company Name _____ Telephone _____

Dates employed: _____ Position _____

Responsibilities: _____

Reason for leaving _____

References: *(Please provide one personal and two professional references.)*

Personal _____ Phone _____ Email _____

Professional _____ Phone _____ Email _____

Professional _____ Phone _____ Email _____

Attach resume and any additional information necessary.

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 if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature _____ Date _____