

MECHANICSBURG PRESBYTERIAN CHURCH

Application for Employment

Mechanicsburg Presbyterian Church does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status, or any other basis protected by applicable law.

Date of Application _____

Positions Desired _____ [] Full Time [] Part Time
Referral Source: [] Advertisement [] Employee [] Relative [] Government Emp. Agency
[] Walk-In [] Private Employment Agency [] Other
Name of Source (if applicable) _____

PERSONAL:

Name _____ Phone Number _____
Last First Middle

Address _____
Number & Street City State Zip Code

Date Available _____ Salary Desired _____ Are you over 18 years old? [] Yes [] No

Are you legally eligible for employment in the United States? [] Yes [] No
(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been employed by Mechanicsburg Presbyterian Church? [] Yes [] No
If so, please state dates of employment. _____

RECORD OF CONVICTION:

Have you ever been convicted of a felony, pled guilty or pled no contest to a criminal offense other than a minor traffic violation? [] Yes [] No. If yes, provide Date/Place/Nature of crime:

(An affirmative response will not automatically disqualify you from employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, rehabilitation, and relatedness of the offense to the job applied for will be considered).

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DRIVING RECORD: (if required by the job)

Driver's License Number _____ Have you been charged with a moving vehicle violation during the past three years? []Yes []No.

If yes, explain _____

EMPLOYMENT: List current or most recent employer first, including U.S. Military Service. If any employment was under a different name, please indicate _____

Present/Most recent employer:

May we contact your most recent employer? []Yes []No

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ Last Salary _____
Month/Yr Month/Yr

Supervisor _____ Department _____

FT ____ PT ____ No. of Hours _____ Duties _____

Reason for Leaving: _____

Previous employer:

May we contact this employer? []Yes []No

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ Last Salary _____
Month/Yr Month/Yr

Supervisor _____ Department _____

FT ____ PT ____ No. of Hours _____ Duties _____

Reason for Leaving: _____

Previous employer:

May we contact this employer? []Yes []No

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ Last Salary _____
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Previous employer:
 May we contact this employer? []Yes []No

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ Last Salary _____
Month/Yr Month/Yr

Supervisor _____ Department _____

FT ____ PT ____ No. of Hours _____ Duties _____

Reason for Leaving: _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Have you ever been discharged or been asked to resign from a job? []Yes []No.

If yes, explain: _____

Explain any gaps in work history: _____

EDUCATIONAL BACKGROUND:

List schools attended beginning with High School

School Name & Location	Course of Study	Diploma, Equivalency Diploma

List professional, trade, business, or civil activities and offices held. *Exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status:*

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REFERENCES: Provide the names of three individuals who can attest to your work background and whom are not related to you.

Name _____

Address _____

Phone () _____ Relationship _____

Name _____

Address _____

Phone () _____ Relationship _____

Name _____

Address _____

Phone () _____ Relationship _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge and authorize MECHANICSBURG PRESBYTERIAN CHURCH to verify their accuracy and to obtain reference information on my work performance. I hereby release MECHANICSBURG PRESBYTERIAN CHURCH from any/all liability of whatever kind and nature, which, at any time, could result from obtaining and having an employment decision, based on such information.

I understand that, if employed, falsified statements of any kind or omission of facts called for on this application can be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of MECHANICSBURG PRESBYTERIAN CHURCH. However, I further understand that the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an employment contract. I understand that any employment offered is at will and that either MECHANICSBURG PRESBYTERIAN CHURCH or I may terminate the employment relationship at any time with or without notice or cause.

Signature of Applicant _____ Date _____

Each applicant must submit with his/her employment application a copy of: **PA State Police Criminal History Record, PA Child Abuse History Clearance, and Federal Bureau of Investigation Criminal Background Check.** Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

**This application for employment is good for six (6) months only.
Consideration for employment after six (6) months requires a new application.**

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