

# PRESBYTERY OF GENEVA

## EMPLOYMENT APPLICATION

This employment application includes sections for personal identification, job qualifications, experience and background for the past 5 years, references, a criminal history, and a waiver/consent to a periodic criminal records check or fingerprinting.

### APPLICANT INFORMATION

|  |  |   |                |
|--|--|---|----------------|
| Name (Last)  | (First)  | ( Middle)   | Date           |
| Address  | City   | State   | ZIP Code       |
| Telephone  | Alternate Telephone  | Best Contact Time   | E-Mail Address |
| Driver's License No./ Issuing State  |  |   |                |
| Position Applying For  | Type of Work Desired<br><input type="checkbox"/> Full-Time <input type="checkbox"/> Part- Time <input type="checkbox"/> Temporary/Contract |   |                |
| When Are You Available to Begin Work?  |  | Will You Work Overtime?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                |
| If hired, can you provide evidence that you are authorized <b>and</b> of legal age to work in the United States?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  |   |                |
| In Case of Emergency Notify  | Telephone  | Name of Nearest Relative  | Telephone      |

### EDUCATION

| <i>TYPE</i>        | <i>SCHOOL<br/>NAME/LOCATION</i> | <i>COURSE OF<br/>STUDY</i> | <i>NO. YEARS<br/>ATTENDED</i> | <i>DEGREE/DIPLOMA</i> |
|--------------------|---------------------------------|----------------------------|-------------------------------|-----------------------|
| HIGH SCHOOL        |                                 |                            |                               |                       |
| BUSINESS/TECHNICAL |                                 |                            |                               |                       |
| COLLEGE            |                                 |                            |                               |                       |
| GRADUATE           |                                 |                            |                               |                       |
| OTHER              |                                 |                            |                               |                       |

|   |                |
|---|----------------|
| PROFESSIONAL ORGANIZATIONS:   |                |
| First-Aid Training?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Date Completed |
| CPR Training?<br><input type="checkbox"/> Yes <input type="checkbox"/> No       | Date Completed |

## EMPLOYERS

(List all job and contracts held by you during the past five continuous years)

### CURRENT EMPLOYER

|                    |      |            |          |
|--------------------|------|------------|----------|
| Company Name       |      | Phone      |          |
| Address            | City | State      | ZIP Code |
| Position Held      | From | To         |          |
| Reason for Leaving |      | Supervisor |          |

### PREVIOUS EMPLOYER

|                    |      |            |          |
|--------------------|------|------------|----------|
| Company Name       |      | Phone      |          |
| Address            | City | State      | ZIP Code |
| Position Held      | From | To         |          |
| Reason for Leaving |      | Supervisor |          |

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| Position Held      | From | To         |          |
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## MILITARY STATUS

|   |                 |                   |          |
|---|-----------------|-------------------|----------|
| Have you served in the U.S. Armed Services?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Branch          | Start Date        | End Date |
| Rank/Rate at Discharge  | Type of Service | Type of Discharge |          |
| Special Training/Experience Received in the U.S. Armed Services   | Draft Status    | Reserve Status    |          |

## CRIMINAL HISTORY

|   |
|---|
| Have you ever been convicted of a criminal offense?<br>Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Do you currently have any criminal actions pending in which you are the Defendant? (Not Applicable to California Applicants)<br>Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you currently on Probation or Parole?<br>Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| If you answered "Yes" to any of the above questions, please explain the matter of the offense and provide the date of the offense and the country and state in which it occurred.                   |

(Disclosure of a criminal record does not automatically disqualify you from employment consideration.)

## PERSONAL REFERENCES

|      |         |       |            |              |
|------|---------|-------|------------|--------------|
| Name | Address | Phone | Occupation | Relationship |
| Name | Address | Phone | Occupation | Relationship |
| Name | Address | Phone | Occupation | Relationship |

## APPLICANT STATEMENT

(Read and Sign Below)

I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I have reviewed the Authorization for Criminal Records Verification and acknowledge that I understand the terms set forth therein. I understand that this employment application is not valid without my signature.

|            |      |
|------------|------|
| Print Name |      |
| Signature  | Date |

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Office Use Only:

☐ Completed by \_\_\_\_\_ Date \_\_\_\_\_