

APPLICATION FOR EMPLOYMENT

2228 Princess Anne Road
Virginia Beach, VA 23456-3536



Grace Covenant Presbyterian Church of Princess Anne, an equal opportunity employer, shall not because of race, color, religion, age, sex marital status, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, hiring, placement, promotion, termination.

Position applied for: _____ Date: _____

Name: _____
Last First Middle Initial

Address: _____
Number and Street City State Zip Code

Phone Number: _____ Email Address: _____

Date Available: _____ Salary Desired: _____

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.*

Education:

Please indicate your education or training which you believe qualifies you for the position you are seeking.

Name and Location of High School: _____

Diploma or GED: Yes No

Name and Location of College and/or Vocational School: _____

Number of Years Completed (*circle one*) 1 2 3 4 5 6+ Major: _____

Degrees Earned/Date: _____

Other Training or Degrees: _____

Course: _____ School(s) City State
Degree and/or Certificate Earned/Date _____

Special Skills: _____

Record of Conviction

Have you ever been convicted of a crime other than a minor traffic offense (*including while in military service*)?
 Yes No

If yes, explain: _____
(An applicant does not need to report any expunged convictions or convictions which are not open for public inspection. A conviction will not necessarily automatically disqualify you for employment. Such factors as age and date of conviction, seriousness and nature of the crime will be considered.)

Employment

If you have ever been employed Grace Covenant Presbyterian Church of Princess Anne or Kids of Grace, please be sure to include this information. List most recent employer first and include military service.

If any employment was under a different name, indicate name: _____

May we contact your present employer? ____ Yes ____ No

If no, please state why: _____

Employer: _____ Address: _____
Telephone: _____ Department: _____ Supervisor: _____
Dates of Employment: From _____ To _____ Position: _____
Duties: _____
Reason for Leaving: _____

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

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ____ Yes ____ No

If yes, explain: _____

Professional References

- Name: _____ Title/Position: _____
Address: _____ Phone: (____) _____
- Name: _____ Title/Position: _____
Address: _____ Phone: (____) _____
- Name: _____ Title/Position: _____
Address: _____ Phone: (____) _____

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Grace Covenant Presbyterian Church of Princess Anne to verify their accuracy and to obtain reference information on my work performance. I hereby release Grace Covenant Presbyterian Church of Princess Anne 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 or misleading statements of any kind or omission of facts called for on this application shall 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, regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and is at will. I further understand that either I or the employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____

This application for employment is good for 6 months. Consideration for employment after 6 months requires a new application.