

EMPLOYMENT APPLICATION FOR COMMUNITY OUTREACH MINISTRIES

Date _____

Personal Information

Last Name:	First Name:	Middle:
Address:	City/State/ Zip:	
Phone:	E-mail Address:	
Date of Birth:		

Basic Information

Position for which you are applying _____ 1. Are you employed at the present time? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. If offered a position, when can you report to work? _____ 3. If hired can you show proof of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Have you ever been dismissed, or asked to resign from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to number 4 or 5, please explain: _____ _____
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Education

Please list on the following lines all schools attended any other pertinent information about your education.	
School(s)	Degree/Subject Studied (if applicable)
High School:	
College (Including dates attended):	
Post-Graduate/Other:	

Work Experience:

Please list your previous three employers, beginning with the most recent.

1) Name of Employer: _____ Name of Last Supervisor: _____

Address: _____ Employment Dates: _____ to _____

City, State & Zip: _____ Salary / Wage: _____

Phone Number: _____ Last Job Title: _____

Reason for Leaving (Please be Specific): _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: _____

2) Name of Employer: _____ Name of Last Supervisor: _____

Address: _____ Employment Dates: _____ to _____

City, State & Zip: _____ Salary / Wage: _____

Phone Number: _____ Last Job Title: _____

Reason for Leaving (Please be Specific): _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: _____

3) Name of Employer: _____ Name of Last Supervisor: _____

Address: _____ Employment Dates: _____ to _____

City, State & Zip: _____ Salary / Wage: _____

Phone Number: _____ Last Job Title: _____

Reason for Leaving (Please be Specific): _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: _____

As a part of Community Outreach Ministries' selection process, a representative of the company will check your educational and employment references. We may contact references provided by you as well as other knowledgeable sources. We will ask questions concerning your education and work experience. All disclosures required by law will be made to you.

References:

Please list **three** references other than relatives, **one** of which needs to be current or previous employer:

Name _____ Position: _____

Company: _____ Phone: _____

Email: _____ Yrs. Acquainted: _____

Address: _____

COM OFFICAL USE ONLY: Documentation of Reference check:

Date contacted: _____ Second Attempt _____

Method of contact: Phone E-mail Fax Letter

Notes:

Reference Checked by: _____

Name _____ Position: _____

Company: _____ Phone: _____

Email: _____ Yrs. Acquainted: _____

Address: _____

COM OFFICAL USE ONLY: Documentation of Reference check:

Date contacted: _____ Second Attempt _____

Method of contact: Phone E-mail Fax Letter

Notes:

Reference Checked by: _____

CURRENT OR PREVIOUS EMPLOYER REFERENCE:

Name _____ Position: _____

Company: _____ Phone: _____

Email: _____ Yrs. Acquainted: _____

Address: _____

COM OFFICAL USE ONLY: Documentation of Reference check:

Date contacted: _____ Second Attempt _____

Method of contact: Phone E-mail Fax Letter

Notes:

Reference Checked by: _____

I have read and understand the reference checking policy of Community Outreach Ministries. I voluntarily consent to allow Community Outreach Ministries or any of its officers, representatives, agents, or designees to check references by contacting any person whom they feel to be an appropriate source. I understand that the procedure includes asking questions the company considers relevant concerning my education and work experience.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time without any previous notice.

Signature: _____

Date: _____