

Employment Application

BETHEL CHURCH OF SAN JOSE

PLEASE PRINT

Name: _____ Social Security #: _____ - _____ - _____
Last First Middle

Daytime phone: () _____ - _____ Evening phone: () _____ - _____ Email: _____

Present address:

No. Street City State Zip

Permanent address if different from present address:

No. Street City State Zip

Position applying for: _____

PERSONAL INFORMATION

Have you ever applied to or worked for Bethel Church of San Jose before? Yes No

If yes, when? _____

Do you have relatives working for Bethel Church of San Jose? Yes No

If yes, state name and relationship: _____

Why are you applying for work at Bethel Church of San Jose? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? Yes No
(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed: _____

(Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

Yes No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION AND TRAINING

School	Name & Address	No. Yrs Completed	Did you graduate?	Degree or diploma
High School			<input type="checkbox"/> yes <input type="checkbox"/> no	
College/ University			<input type="checkbox"/> yes <input type="checkbox"/> no	
Vocation/ Business			<input type="checkbox"/> yes <input type="checkbox"/> no	

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer:	Supervisor:
Address:	Phone: () -
Type of Business:	Dates employed:
Your position and duties:	From: To:
Reason for leaving:	
May we contact this employer for a reference: <input type="checkbox"/> yes <input type="checkbox"/> no	

Name of Employer:	Supervisor:
Address:	Phone: () -
Type of Business:	Dates employed:
Your position and duties:	From: To:
Reason for leaving:	
May we contact this employer for a reference: <input type="checkbox"/> yes <input type="checkbox"/> no	

EMPLOYMENT HISTORY continued

Name of Employer:	Supervisor:
Address:	Phone: () -
Type of Business:	Dates employed:
Your position and duties:	From: To:
Reason for leaving:	
May we contact this employer for a reference: <input type="checkbox"/> yes <input type="checkbox"/> no	

Name of Employer:	Supervisor:
Address:	Phone: () -
Type of Business:	Dates employed:
Your position and duties:	From: To:
Reason for leaving:	
May we contact this employer for a reference: <input type="checkbox"/> yes <input type="checkbox"/> no	

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: _____	Number of years acquainted: _____
Address: _____	
Telephone: _____	Occupation: _____

Name: _____	Number of years acquainted: _____
Address: _____	
Telephone: _____	Occupation: _____

Name: _____	Number of years acquainted: _____
Address: _____	
Telephone: _____	Occupation: _____

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Bethel Church of San Jose to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Bethel Church of San Jose any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Bethel Church of San Jose, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Bethel Church of San Jose, and that no promises or representations contrary to the foregoing are binding on Bethel Church of San Jose unless made in writing and signed by me and Bethel Church of San Jose's designated representative.

Date: _____/_____/_____

Applicant's signature: _____