

# CALVARY REVIVAL CHURCH APPLICATION FOR EMPLOYMENT

For Office Use Only
Date Received ____/____/____

PRINT OR TYPE – Fill out completely

PERSONAL DATA				
Last Name	First Name	M.I.	Social Security No.	Business Phone ( ) May we call you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		City	State	Zip
Other Names Used		If employed by CRC, can you provide documents establishing your legal right to work in the United States as required by law? <input type="checkbox"/> Yes <input type="checkbox"/> No		Residence Phone ( )
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				Cell Phone ( )
Are you a confirmed member of CRC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what class no.? _____ If no, what church do you attend? _____				E-mail Address
Are you currently enrolled in New Member's Class? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Instructor's Name: _____				How long have you been saved? ____ Years
If you are a new convert, do you attend New Convert's Class? <input type="checkbox"/> Yes <input type="checkbox"/> No				____ Months

TYPE OF WORK DESIRED			
Please indicate the type of position(s) you desire			Salary desired
			Date Available
Type of Employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (hours _____) <input type="checkbox"/> Summer Only If required, will you be willing to work: <input type="checkbox"/> Weekends: <input type="checkbox"/> Day <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	Have you previously applied for employment at CRC? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span> Have you previously been employed by CRC? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span> How were you referred to CRC? <input type="checkbox"/> Ad <input type="checkbox"/> Employee <input type="checkbox"/> College <input type="checkbox"/> Agency <input type="checkbox"/> State EDD <input type="checkbox"/> Self <input type="checkbox"/> Other: _____	If yes, Date  If Yes, Date	Name of Employee/Source

Have you ever been convicted of a misdemeanor or felony? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Are there any criminal or non-civil charges or proceedings pending against you? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
If yes, list dates, places, charges and disposition. (A conviction that is disclosed herein is NOT an automatic disqualification from employment.)

TRAINING AND EDUCATION				
Name and Location	Did you graduate? Yes No	Diploma/ Degree	Field of Study	Overall Scholastic Average
High School				
Business College				
College/University				
College/University				
Additional training/classes/qualifications.				

## EMPLOYMENT HISTORY

Please list your employment history beginning with your most recent position. This **MUST** be completed whether or not you attach a resume. Please use additional sheets if necessary. Include Military Service if applicable.

Most Recent Employer		Address		From (mo./yr.)	To (mo./yr.)
Starting Position		Last Position		Starting Base Salary per	
Name of Supervisor	Title	Telephone No./Ext.		Final Base Salary per	
Description of Duties				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving					

Previous Employer		Address		From (mo./yr.)	To (mo./yr.)
Starting Position		Last Position		Starting Base Salary per	
Name of Supervisor	Title	Telephone No./Ext.		Final Base Salary per	
Description of Duties				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving					

Previous Employer		Address		From (mo./yr.)	To (mo./yr.)
Starting Position		Last Position		Starting Base Salary per	
Name of Supervisor	Title	Telephone No./Ext.		Final Base Salary per	
Description of Duties				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving					

Previous Employer		Address		From (mo./yr.)	To (mo./yr.)
Starting Position		Last Position		Starting Base Salary per	
Name of Supervisor	Title	Telephone No./Ext.		Final Base Salary per	
Description of Duties				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving					

**INDICATE SKILLS IN THE FOLLOWING AREAS IF APPLICABLE**

**Computer Skills:** Please indicate your skill level

Microsoft Word	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>
Excel	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>
PowerPoint	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>
Access	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>
Other			

**Office Skills:**    Filing     Data Entry     Switchboard     Keyboard WPM

**Accounting:**    A/P     A/R     General Ledger     Counting Money     Bank Teller     Cash Register

**Facilities:**    Electrical     Painting     Plumbing     Carpentry

**Commercial Building Experience:** Yes     No     If yes, how many years?            In what capacity?

**Handyman Skills:**

**Foreign Languages (read, speak, and/or write)**

**PROFESSIONAL REFERENCES**

Please give the names of three people in your field (past managers or supervisors) who know you and can provide information regarding your job-related capabilities.

Name	Title	Company	Telephone

**- IMPORTANT -**

PLEASE READ CAREFULLY

**CERTIFICATION**

I certify that the facts contained in this application and accompanying resume, if any, are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Calvary Revival Church.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by me and the Chief Executive Officer of Calvary Revival Church.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for your interest.

Calvary Revival Church is an equal opportunity employer. As a religious organization, we are able to make employment decisions on the basis of religion and our statement of faith.