



APPLICATION FORM FOR NON-CLERGY CHURCH EMPLOYEES

Application Date: _____

Position you are applying for: _____

Church Name: _____

PERSONAL INFORMATION

Last Name		First name	Middle Name/Initial
Street Address		City, State, Zip Code	
Home Phone [with area code]	Work Phone [with area code]	E-Mail Address	Social Security Number
Driver's License [number and State]		If you have used a name other than the one listed above during the past five years, please list it here:	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a United States citizen or alien legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation? [Please explain any accommodations that the church would need to provide]			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT HISTORY [begin with most recent]

Name and address of employer:	Type of Position/Responsibilities:	Phone #:
Name and Address of employer:	Type of Position/Responsibilities:	Phone #:
Name and address of employer:	Type of Position/Responsibilities:	Phone #:

EDUCATION

School	City/State	Dates Attended From: To:	Degree/Major

TRAINING AND EXPERIENCE:

List any training or experience you have had that qualifies you for the position you are seeking, including any professional license or experience:

ADDITIONAL INFORMATION

Please use this space below to list any additional information which might help us to more fully evaluate your qualifications for the position for which you are applying:

PERSONAL REFERENCES

Please list the names, addresses, and phone numbers of three personal references who are NOT relatives]

	Name	Address	Phone Number
1.			
2.			
3.			

OTHER

Have you ever been convicted of or pled guilty to a crime?

No Yes

[If yes, please explain fully on a separate sheet of paper]

Have you ever been convicted of or pled guilty to a charge of sexual misconduct, sexual abuse, or child molestation?

No Yes

[If yes, please explain fully on a separate sheet of paper]

RELEASE FORM

I, the undersigned,

- affirm that all information on this application is correct to the best of my knowledge.
- understand that the information on this form will be verified as to accuracy and that a background check may be conducted on my driving record and/or history of criminal activity.
- authorize the church to contact any of the references, churches and/or employers listed herein and authorize those contacted to provide any information [including opinions] that they may have regarding my character and fitness for work at the church.

I [check one] Do Do Not waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

- agree that as a staff member I will abide by the Bylaws and Policies of _____ Presbyterian Church.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

Signature of Applicant: _____ Date: _____

Witness: _____ Date: _____