

# APPLICATION FOR EMPLOYMENT

## Employment Desired

Position Desired: \_\_\_\_\_

Type of Employment Desired:  Full-time  Part-time  Temporary

Date Available for Work: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_  
FIRST MIDDLE LAST

Nickname: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
STREET CITY STATE ZIP

## Education

High School: \_\_\_\_\_

College/University: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_

Other Education/Training: \_\_\_\_\_

\_\_\_\_\_

## Skills/Training

Please check programs you have experience/proficiency in:

Word  Excel  Publisher  Outlook  PowerPoint  Ministry Platform CMS  ServiceU

Other Skills: \_\_\_\_\_

\_\_\_\_\_

List professional licenses or certificates you possess: \_\_\_\_\_

\_\_\_\_\_

## ***Work Experience***

*Please list more recent position first.*

1) Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Name and Phone Number: \_\_\_\_\_

How Long Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

2) Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Name and Phone Number: \_\_\_\_\_

How Long Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

*Have you been employed previously by First Presbyterian Church of Nashville?*  Yes  No

If yes, what position(s) and dates: \_\_\_\_\_

## ***Personal/Character References***

*Please list persons willing to provide personal / character references (exclude relatives and former employers).*

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

The church provides equal opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability, or any characteristic protected by law, or status as a special disabled veteran in accordance with conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. The church will hire committed members of the Christian Church for jobs connected with the performance of its religious activities and programs.

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations or agencies to be contacted for the expressed purpose of pre-employment screening.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***To be filed in employee's personnel file.***