



Application for Employment

(Rev 7/2022)

PERSONAL INFORMATION		SOCIAL SECURITY NUMBER	APPLICATION DATE
LAST NAME	FIRST NAME	MIDDLE INITIAL	TELEPHONE NUMBER
PRESENT ADDRESS	CITY	STATE	ZIP
ARE YOU UNDER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER USED ANOTHER NAME, ALIAS or AKA? <input type="checkbox"/> NO <input type="checkbox"/> YES: _____	
DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE	EMAIL ADDRESS
EMPLOYMENT IS CONDITIONED ON THE SUCCESSFUL PASSAGE OF A CRIMINAL BACKGROUND INVESTIGATION. A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FOR EMPLOYMENT. VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES WILL BE REQUIRED.			

POSITION DESIRED		POSITION DESIRED OR AREA OF INTEREST	SALARY DESIRED
HAVE YOU EVER PREVIOUSLY APPLIED TO WORK HERE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, GIVE DATE(S) AND POSITION(S) APPLIED FOR	
HAVE YOU PREVIOUSLY BEEN EMPLOYED BY US? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, GIVE POSITION AND DATES OF EMPLOYMENT	NAME(S) OF ANY FRIENDS OR RELATIVES CURRENTLY EMPLOYED BY US	
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMMODATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
CAN YOU WORK OVERTIME? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
COMMENTS/OTHER PERTINENT INFORMATION			

EDUCATION & U.S. MILITARY SERVICE		PLEASE INDICATE ANY LANGUAGES OTHER THAN ENGLISH THAT YOU SPEAK: _____ READ: _____ WRITE: _____		
SCHOOL LEVEL	NAME, CITY & STATE OF SCHOOL	MAJOR	UNITS COMPLETED/GPA	DEGREES AND/OR DIPLOMAS
HIGH SCHOOL				
COLLEGE				
COLLEGE				
OTHER				
PROFESSIONAL CERTIFICATES OR LICENSES HELD		ARE YOU CURRENTLY ENROLLED IN ANY EDUCATIONAL COURSES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT COURSE(S) AND WHERE?		

HAVE YOU EVER SERVED IN THE U.S. ARMED SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, MILITARY DUTIES AND TRAINING
PLEASE LIST JOB-RELATED ORGANIZATIONS, CLUBS, PROFESSIONAL SOCIETIES, OR OTHER ASSOCIATIONS TO WHICH YOU BELONG. (YOU MAY OMIT THOSE WHICH INDICATE YOUR RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, GENDER, OR AGE.)	

EMPLOYMENT HISTORY		GIVE EMPLOYMENT RECORD AS COMPLETELY AS POSSIBLE. LIST MOST RECENT JOBS FIRST. INCLUDE SELF-EMPLOYMENT PERIODS, PART-TIME EMPLOYMENT, AND SUMMER EMPLOYMENT.			
COMPANY NAME & LOCATION	TELEPHONE	POSITION(S) HELD	DATES	REASON FOR LEAVING	DESCRIPTION OF DUTIES
TYPE OF BUSINESS		NAME OF SUPERVISOR		START:	
				END:	
COMPANY NAME & LOCATION	TELEPHONE	POSITION(S) HELD	DATES	REASON FOR LEAVING	DESCRIPTION OF DUTIES
TYPE OF BUSINESS		NAME OF SUPERVISOR		START:	
				END:	
COMPANY NAME & LOCATION	TELEPHONE	POSITION(S) HELD	DATES	REASON FOR LEAVING	DESCRIPTION OF DUTIES
TYPE OF BUSINESS		NAME OF SUPERVISOR		START:	
				END:	
COMPANY NAME & LOCATION	TELEPHONE	POSITION(S) HELD	DATES	REASON FOR LEAVING	DESCRIPTION OF DUTIES
TYPE OF BUSINESS		NAME OF SUPERVISOR		START:	
				END:	

MAY WE CONTACT ALL OF THESE EMPLOYERS? YES NO (SPECIFY WHICH)

REFERENCES: PLEASE LIST THREE NON-RELATIVES WHO ARE QUALIFIED TO EVALUATE YOUR CAPABILITIES, CHARACTER, CONDUCT, ETC.				
NAME AND ADDRESS	TELEPHONE & EMAIL	OCCUPATION	RELATIONSHIP & YEARS KNOWN	
1.				
2.				
3.				
EMERGENCY CONTACT: PLEASE LIST WHOM WE SHOULD NOTIFY IN CASE OF EMERGENCY.				
NAME		RELATIONSHIP		TELEPHONE NUMBER
ADDRESS	CITY	STATE	ZIP	ALT. TELEPHONE NUMBER

We appreciate your interest in **Magnolia Church** and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will help us potentially place you in a position that meets your objectives and those of our organization. Qualified applicants are considered for all positions without regard to applicable protected classes.

ACKNOWLEDGEMENTS

1. I authorize all corporations, companies, employers, former employers, landlords, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, branches of military service, and persons to release information they may have about me to the organization with which this form has been filed, or their agent, and I hold harmless and release all parties involved from any liability and responsibility for doing so. I also authorize the procurement of an investigative consumer report and understand that it may contain information about my background, mode of living, character, and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested. Further information may be available upon written request within a reasonable period of time.
2. I understand that my employment is conditioned on the successful passage of a criminal background check and that any offer of employment made to me will be predicated upon the truthfulness of my written and verbal statements and information derived through the pre-employment background process. I further understand that if it is determined that any statement – verbal or written – or other information provided by me is not truthful, any offer of employment extended to me may be withdrawn and, if employed, I may be subject to termination.
3. I understand this Application for Employment is not to be construed as an offer of employment or a guarantee of employment. I further understand that my employment with this organization does not constitute any form of contract – implied or expressed – and such potential employment may be terminable at-will either by myself or by the employer upon notice to one party by the other.
4. I am applying for a non-ministerial role and request accommodations. (Someone will contact you.)

I acknowledge that I have read all the above statements and that I understand them.

Applicant's Signature: _____ Date: _____



RELEASE AUTHORIZATION

• TO BE SHARED UPON REQUEST WITH PARTIES PROVIDING BACKGROUND/REFERENCE INFORMATION •

*This is to inform you (the applicant) that as part of our procedure for processing your employment or volunteer application, a background investigation will be conducted after a conditional offer of employment has been made by **Magnolia Church** or our agent(s) to verify your information. We may make an investigative consumer report in which information may be obtained through, but not limited to personal interviews or information inquiries with family members, business associates, friends, neighbors, educational institutions, courts, government records, and agencies including, but not limited to Department of Motor Vehicles, Superior Court records, Department of Justice (DOJ), Federal Bureau of Investigations (FBI), Live Scan or other third parties with whom you are acquainted. The investigative report may include information on your character, conduct, general reputation, work performance, personal characteristics and/or mode of living.*

I, _____, authorize all corporations, companies, employers, former employers, landlords, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, branches of military service, and persons to release information they may have about me to **Magnolia Church** or their agent(s), and I hold harmless and release any and all persons, parties, and organizations involved from any liability and responsibility for this purpose. I also authorize the procurement of an investigative consumer report and understand that it may contain information about my background, mode of living, character, and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested. Further information may be available upon written request within a reasonable period of time. This release shall be binding on my legal representatives, heirs, and assigns.

Name (first, middle, last): _____

Any other names used (aliases, AKA's, maiden name, etc.): _____

I fully understand that by completing this form, I am authorizing **Magnolia Church** or their agent(s) to investigate my background as well as seek other information outlined above.

Applicant's signature: _____ Date: _____