

# APPLICATION FOR EMPLOYMENT

First Presbyterian Church  
16 Hitt Street  
Columbia, Missouri 65201

## Personal Information (please print)

Name (last, first, middle initial)		
Address (street, city, state, zip)		How long have you lived at this address?
Home and/or Cell telephone	Work telephone	May we contact you at work? (please circle)  Yes                      No
Email address		
Place(s) of residence last 10 years (street, city, date)		(street, city, date)
Do you have a valid driver's license? (please circle)  Yes                      No		Are you over the age of 18?  Yes                      No
Are you eligible for work in this country?  Yes                      No		

## Education & Skills

Position Desired?	When will you be available for work?	Highest level of education completed:																
Experience in this type of work? If yes, explain:																		
<p>Days/Hours Available</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; width: 40%;">DAYS</th> <th style="text-align: left; width: 60%;">Hours Available</th> </tr> </thead> <tbody> <tr> <td>Monday _____</td> <td>from _____ to _____</td> </tr> <tr> <td>Tuesday _____</td> <td>from _____ to _____</td> </tr> <tr> <td>Wednesday _____</td> <td>from _____ to _____</td> </tr> <tr> <td>Thursday _____</td> <td>from _____ to _____</td> </tr> <tr> <td>Friday _____</td> <td>from _____ to _____</td> </tr> <tr> <td>Saturday _____</td> <td>from _____ to _____</td> </tr> <tr> <td>Sunday _____</td> <td>from _____ to _____</td> </tr> </tbody> </table> <p>Notes:</p>			DAYS	Hours Available	Monday _____	from _____ to _____	Tuesday _____	from _____ to _____	Wednesday _____	from _____ to _____	Thursday _____	from _____ to _____	Friday _____	from _____ to _____	Saturday _____	from _____ to _____	Sunday _____	from _____ to _____
DAYS	Hours Available																	
Monday _____	from _____ to _____																	
Tuesday _____	from _____ to _____																	
Wednesday _____	from _____ to _____																	
Thursday _____	from _____ to _____																	
Friday _____	from _____ to _____																	
Saturday _____	from _____ to _____																	
Sunday _____	from _____ to _____																	

List of High School, College, University, Vocational School, Others		
NAME AND LOCATION	DATES FROM/TO	COURSE OF STUDY

### Employment History

Start with your present or last job and list all your positions (in reverse order, the most current job first)

Firm and address		
Position Title	Dates employed (month/year)	
	From	To
Duties	Final salary	May we contact for references?
Reason for leaving	Supervisor's name/phone	

Firm and address		
Position Title	Dates employed (month/year)	
	From	To
Duties	Final salary	May we contact for references?
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Firm and address		
Position Title	Dates employed (month/year)	
	From	To
Duties	Final salary	May we contact for references?
Reason for leaving	Supervisor's name/phone	

### References

Give name, phone number and occupation of at least three persons, other than relatives, who have a personal knowledge of your character and qualifications (Columbia residents if possible)

Name	Phone	Occupation
Name	Phone	Occupation
Name	Phone	Occupation

## CONDITIONS OF EMPLOYMENT

First Presbyterian Church conducts pre-employment background checks on final candidates as listed below (paid by the church). All offers of employment are conditional on results of background checks. Background check results will not be released to you by the church. Will you accept this condition? Yes \_\_\_\_\_ No \_\_\_\_\_

Background checks include but may not be limited to: Employment history and references; federal and state criminal records; Sex Offender Registry and DMV report.

Conditions for employment also require acceptance and adherence to First Presbyterian Church of Columbia's Child Protection Policy in effect as of date of employment application. A copy will be provided to applicant.

### Certificate of Application (read carefully before signing)

**I certify that all answers to questions in this application are true and complete, including those regarding any training or experience, and I understand that any mis-statements of material facts will cause forfeiture of rights to employment.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

Application must be signed and dated. Application must be filled out by applicant. Attach an additional sheet if more space is needed to answer any questions.

**Thank you for considering First Presbyterian Church of Columbia as a potential employer. Here we have provided a checklist of important components of the hiring process. Please review these policies and initial at the left to note that you have read and understand them.**

\_\_\_\_ First Presbyterian Church of Columbia is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status"

\_\_\_\_ If you are the successful applicant for this position or for any other position, First Presbyterian Church of Columbia will contact you by telephone, letter, or email to extend an offer of employment to you. The offer letter will provide an overview of terms and conditions of employment.

\_\_\_\_ Like substantially all American employers, First Presbyterian Church of Columbia employs its personnel staff "at will." This means that you are free to leave your employment with First Presbyterian Church of Columbia at any time, and First Presbyterian Church is free to terminate your employment at any time. The period upon which compensation is based, e.g., hourly, monthly, annually, does not modify an employee's at will status.

\_\_\_\_ First Presbyterian Church of Columbia embraces a zero tolerance policy on harassment. This means that any harassment of fellow employees, customers, vendors, or anyone associated in any way with First Presbyterian Church of Columbia is strictly prohibited. All complaints of harassment will be promptly, fully and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon gender, race, or sexual orientation, are subject to discipline up to and including discharge.