# Employment Application

### An Equal Opportunity Employer

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name |  | | | | | | | | | First |  | | | | | | | M.I. | | Date | |  | |
| Street Address | | |  | | | | | | | | | | | | | | | Apartment/Unit # | | | |  | |
| City | |  | | | | | | | | State |  | | | | | | | ZIP |  | | | | |
| Phone | |  | | | | | | | | Cell Phone | | |  | | | | | | | | | | |
| Date Available | | |  | | | | |  | | |  | | | | | | Desired Salary | | |  | | | |
| Position Applied for | | | | |  | | | | | | | | | | | | | | | | | | |
| Are you authorized to work in the U.S.? | | | | | | | YES | | NO | |  | | | | | | | | | |  | |  |
| Are you able to work overtime? | | | | | | | YES | | NO | |  | | | |  | | | | | | | | |
| How were you referred to Village Presbyterian Church? | | | | | | |  | |  | |  | | | |  | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | |
| High School |  | | | | | | | | Graduate? | | |  | | | | | | | | | | | | NO |
| College | |  | | | | | | | Address | |  | | | | | | | | | | | | |
| From | |  | | To |  | Did you graduate? | | | YES | | NO | | | Degree | |  | | | | | | | |
| Other | |  | | | | | | | Address | |  | | | | | | | | | | | | |
| From | |  | | To |  | Did you graduate? | | | YES | | NO | | | Degree | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | Phone | | ( ) | | | | |
| Address | |  | | | | | | | | | Supervisor | | |  | | | |
| Job Title | |  | | | | | | Starting Salary | | | $ | | | | | Ending Salary | $ |
| Responsibilities | | | | |  | | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | | NO | |  | | | | |
| Company | | |  | | | | | | | | Phone | | ( ) | | | | |
| Address | |  | | | | | | | | | Supervisor | | |  | | | |
| Job Title | |  | | | | | | Starting Salary | | | $ | | | | | Ending Salary | $ |
| Responsibilities | | | | |  | | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | | NO | |  | | | | |
| Company | |  | | | | | | | | | Phone | | ( ) | | | | |
| Address | |  | | | | | | | | | Supervisor | | |  | | | |
| Job Title | |  | | | | | | Starting Salary | | | $ | | | | | Ending Salary | $ |
| Responsibilities | | | | |  | | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | | NO | |  | | | | |
| References | | | | | | | | | | | | | | | | | |
| Please list three professional references. | | | | | | | | | | | | | | | | | |
| Full Name | | | |  | | | | | | Relationship | | | | |  | | |
| Company | | | |  | | | | | | Phone | | ( ) | | | | | |
| Address | | | |  | | | | | | | | | | | | | |
| Full Name | | | |  | | | | | | Relationship | | | | |  | | |
| Company | | | |  | | | | | | Phone | | ( ) | | | | | |
| Address | | | |  | | | | | | | | | | | | | |
| Full Name | | | |  | | | | | | Relationship | | | | |  | | |
| Company | | | |  | | | | | | Phone | | ( ) | | | | | |
| Address | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | |  | |  | |  | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | |
| I certify that the information given by me is true and complete to the best of my knowledge and belief. I understand that should an investigation at any time disclose any such misrepresentation, falsification or concealment as to a material fact, it will be sufficient grounds for rejection of my application and/or removal from employment. I authorize Lever1 to investigate, obtain and compile information concerning my employment history; to obtain a copy of my college transcripts, and to conduct pre-employment background checks, including information pertaining to any convictions for criminal acts and other checks deemed appropriate. I release Lever1 and its representing agency from any legal liability that may result from these investigations. I understand that any offer of employment is conditional upon results of background checks and upon proof of legal authorization to work in the United States.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date | | | | | | | | | | | | | | | | | |
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