

HEARTLAND PRESBYTERIAN CENTER

APPLICATION FOR EMPLOYMENT

DATE: _____

GENERAL INFORMATION

YOUR NAME: _____

ADDRESS: _____

STREET

CITY

STATE

ZIP

PHONE: _____

ARE YOU 18 YEARS OLD OR OLDER?

YES

NO

ARE YOU LEGALLY ABLE TO WORK IN THE UNITED STATES?

YES

NO

EMPLOYMENT DESIRED

POSITION

DATE YOU

DESIRED: _____

CAN START: _____

ARE YOU EMPLOYED NOW?

IF SO, BY WHOM? _____

HAVE YOU EVER APPLIED TO

HEARTLAND PRESBYTERIAN CENTER BEFORE?

WHEN? _____

HOW DID YOU LEARN ABOUT THIS POSITION OPENING? _____

EDUCATION	NAME AND LOCATION OF SCHOOL:	YEARS ATTENDED:	DID YOU GRADUATE?	SUBJECTS STUDIED?
HIGH SCHOOL:				
COLLEGE:				
COLLEGE:				
TRADE, BUSINESS, OR CORRESPONDENCE:				
OTHER:				

SKILLS AND ACTIVITIES

SPECIAL SKILLS: _____

ACTIVITIES (CIVIC, ATHLETIC, ETC.): _____

FORMER EMPLOYERS (LIST BELOW YOUR LAST 3 EMPLOYERS, STARTING WITH MOST RECENT):

DATE, MONTH, AND YEAR:	NAME AND ADDRESS OF EMPLOYER:	INCOME:	POSITION:	REASON FOR LEAVING:
TO: FROM:				
TO: FROM:				
TO: FROM:				

REFERENCES

I. LIST 3 WORK-RELATED REFERENCES: AT LEAST 1 SHOULD BE A FORMER SUPERVISOR.

NAME:	ADDRESS:	TELEPHONE:	RELATIONSHIP:	YEARS KNOWN:

III. PERSONAL REFERENCES: GIVE NAMES OF 2 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST 1 YEAR.

NAME:	ADDRESS:	TELEPHONE:	RELATIONSHIP:	YEARS KNOWN:

IN CASE OF EMERGENCY, NOTIFY

NAME ADDRESS PHONE

APPLICANT'S CONSENT

I. I GRANT HEARTLAND PRESBYTERIAN CENTER PERMISSION TO OBTAIN ANY OF MY EDUCATION RECORDS FROM THE SOURCES PREVIOUSLY LISTED ON THIS APPLICATION. _____
PLEASE INITIAL

II. I GRANT HEARTLAND PRESBYTERIAN CENTER PERMISSION TO SPEAK WITH MY PREVIOUS EMPLOYERS. _____
PLEASE INITIAL

III. I GRANT HEARTLAND PRESBYTERIAN CENTER PERMISSION TO CONDUCT A SEX OFFENDER AND CRIMINAL BACKGROUND CHECK. _____
PLEASE INITIAL

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE HEARTLAND PRESBYTERIAN CENTER'S POLICIES AND REGULATIONS."

DATE: SIGNATURE: _____

HEARTLAND PRESBYTERIAN CENTER NEEDS A COPY OF APPLICANT'S I.D. UPON ACCEPTANCE OF THIS APPLICATION.