

FIRST PRESBYTERIAN CHURCH OF LAKE FOREST, IL

EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

(Please Print Clearly)

Name _____
Last First Middle Initial

Address _____
Number & Street City State Zip code

Previous Address (If at current less than 3 years) _____

Telephone _____
Residence Business

Social Security Number _____

Email Address _____

Driver's License Number _____ State _____

License Expiration Date _____

WORK ELIGIBILITY

Are you legally eligible for employment in the USA? YES _____ NO _____

Are you of legal age to work? YES _____ NO _____

Have you ever been convicted of or pled guilty to a felony? YES _____ NO _____
(Conviction will not necessarily disqualify applicant from employment)

If yes, please explain:

EMERGENCY CONTACT INFORMATION

Name _____

Relationship _____

Telephone _____
Home Cell Work

Email Address _____

POSITION INFORMATION

Position(s) Applied For _____

Salary Desired _____ Date Available For Work _____

Position Interest: Regular _____ Temporary _____ Full Time _____ Part Time _____

EDUCATION

High School

Name and Address _____

Course of Study _____

Circle Last year Completed 9 10 11 12 DID YOU GRADUATE? YES NO

List Diploma or Degree _____

College/University

Name and Address _____

Course of Study _____

Circle Last year Completed 1 2 3 4 DID YOU GRADUATE? YES NO

List Diploma or Degree _____

Other

Name and Address _____

Course of Study _____

Circle Last year Completed 1 2 3 4 DID YOU GRADUATE? YES NO

List Diploma or Degree _____

Are there any other experiences, skills, or qualifications that will be of special benefit in the job for which you are applying (include courses and training, etc.)?

EMPLOYMENT HISTORY (Begin with your current or most recent job & account for all time in the last ten years)

(1) EMPLOYER _____

Address _____

Job Title _____ Telephone Number _____

Supervisor Name _____ Supervisor Telephone _____

Duties Performed _____

Dates Employed From _____ To _____ Salary Start _____ End _____

Reason for Leaving _____

(2) EMPLOYER _____

Address _____

Job Title _____ Telephone Number _____

Supervisor Name _____ Supervisor Telephone _____

Duties Performed _____

Dates Employed From _____ To _____ Salary Start _____ End _____

Reason for Leaving _____

(3) EMPLOYER _____

Address _____

Job Title _____ Telephone Number _____

Supervisor Name _____ Supervisor Telephone _____

Duties Performed _____

Dates Employed From _____ To _____ Salary Start _____ End _____

Reason for Leaving _____

(4) EMPLOYER _____

Address _____

Job Title _____ Telephone Number _____

Supervisor Name _____ Supervisor Telephone _____

Duties Performed _____

Dates Employed From _____ To _____ Salary Start _____ End _____

Reason for Leaving _____

May we contact your current or most recent employer at this time? Yes _____ No _____

PROFESSIONAL REFERENCES

List the names of three persons, not related to you, excluding previous employers, who are familiar with your work performance.

REFERENCE #1

Name _____
Address _____

Telephone _____ Years Known _____

REFERENCE #2

Name _____
Address _____

Telephone _____ Years Known _____

REFERENCE #3

Name _____
Address _____

Telephone _____ Years Known _____

OTHER SKILLS/ACTIVITIES

List Computer Software/Hardware Experience _____

Foreign Language Proficiency _____

List any job-related activities and professional organizational involvement in the past five years:

MILITARY SERVICE

Branch of U.S. Military Service _____

Dates of Active Service From _____ To _____

Rank At Time Of Entry _____

Rank At Time Of Separation _____

Honorable Discharge? Yes _____ No _____

List any job-related skills gained from your military experience:

**PLEASE READ THE FOLLOWING AND INDICATE YOUR AGREEMENT BY CHECKING THE
“I ACCEPT” BOX BELOW:**

I certify that the information contained in this application and all other documents provided (e.g. resume, etc.) is true and correct to the best of my knowledge. I fully understand that any misrepresentation, falsification or omission of material information may result in a denial of employment and may be considered as justification for termination if discovered at a later date.

I authorize First Presbyterian Church of Lake Forest to make a thorough investigation of my background to verify any and all information provided, including, but not limited to, obtaining employment references, educational records, and personal history. Other Federal, State or local governmental agencies, former employers and former schools may also be contacted. I also understand that as part of the normal procedure for processing my employment application, I may be required to take a prohibited drug test and a consumer report may be prepared. Such reports may include a criminal history background check as well as information relating to my credit standing, character and general reputation. I understand that I have the right to make a written request within a reasonable period of time to received additional detailed information about the nature and scope of this investigation.

I understand that if employed, my employment is at will and not for any definite period of time. I further understand and agree that my employment can be terminated with or without cause and with or without advance notice by First Presbyterian Church of Lake Forest, or at my own election at any time. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon First Presbyterian Church of Lake Forest unless made in writing and signed by the Executive Director or Pastor/Head of Staff.

In the event that I am hired, as a requirement of any employment with First Presbyterian Church of Lake Forest, I agree to conform to the rules and standards of conduct of First Presbyterian Church of Lake Forest. I also understand and agree that the terms and conditions of my employment (other than my at-will status) as well as any employee benefits with First Presbyterian Church of Lake Forest may be changed or discontinued at any time with or without notice.

This application will not be processed until all requested information on this form has been completed, including your signature.

I Accept

I Decline

Signature

Date

PRE-EMPLOYMENT PROHIBITED DRUG TEST ACKNOWLEDGEMENT FORM

As required by Church Policy; certain federal and state regulations, all applicants for positions may be required to submit to a prohibited drug test.

Agreement to the above cited policies and regulations authorizes the Church to collect a urine or other specimen as cited by the Church Policy for the purpose of administering a pre-employment prohibited drug test at a time and location determined by the Church, and to obtain the results from the testing laboratory.

In the event my specimen tests positive for the presence of a prohibited drug or substances, I will no longer be considered for employment with the Church.

The results of the test will be reported by the testing laboratory to the Church. These results will not be released to any additional parties without the written permission of the applicant named below.

I hereby agree to submit to a prohibited drug test.

Applicant's Name: _____

Date: _____

Social Security Number: _____

Driver's License Number: _____

Applicant's Signature: _____