

**Refuge – An Evangelical Free Church
Application for Employment**

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

Position applying for: _____

PERSONAL INFORMATION

_____	_____	_____
First Name	Middle Initial	Last Name

Current Address:

_____	_____	_____	_____
Street and Apt. #	City	State	Zip Code

Telephone: _____ E-mail: _____

Social Security # _____ Driver's License # _____ State _____

I am a U.S. Citizen or otherwise allowed to work in the U.S. on an unrestricted basis.

YES NO

If applicable please list your visa type, number and expiration date: _____

Have you ever been convicted of a felony? YES NO

If yes, please explain:

Last Name: _____ First Name: _____ Middle Initial _____

EMPLOYMENT HISTORY

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No

Reasons for Leaving: _____

NOTE: Please indicate a reason for any gaps in employment.

Last Name: _____ First Name: _____ Middle Initial _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No

Reasons for Leaving: _____

EDUCATION

High School

Name and address

Did you graduate? Yes No Attended from _____ to _____

If you did not graduate did you receive your GED? Yes No

Technical or Vocational School

Name and address

Did you graduate? Yes No Attended from _____ to _____

Degree or certification: _____

College or University

Name and address

Did you graduate? Yes No Attended from _____ to _____

Degree: _____ Major: _____

Last Name: _____ First Name: _____ Middle Initial _____

Position Information

Position Specifications

Position Applying For: _____

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends or evenings? YES NO

Are you able to drive for work related reasons? YES NO

When would you be able to start? _____

Desired Salary: _____ per _____

Skills

Please describe any skills you have in the following areas:

Computer: _____

Office Equipment: _____

Other: _____

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history. My signature below is consent to conduct a criminal background check should I be considered for employment.

Signature

Date