Application for Employment Highland Hope Church

Application for Employment

Last name	First	11 7	Middle	Type(s) of work desired	Date of application
Street address				Driver's License Number	Social Security number
City		State	Zip	Home telephone	Work telephone

Please read carefully and complete by printing in ink or typing.

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, national origin, sex, age, handicap, marital status, or status as a disabled veteran, or any other consideration made unlawful by any federal, state, or local law applicable to a Religious Non-Profit Corporation. Information provided on this application will not be used for any discriminatory purpose.

EMPLOYMENT RECORD

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present company/organization Street address		Type of business	Title or classification of job	
		Phone number	Brief description of job duties	
City State		ZIP code		
Supervisor's name		Phone number		
Base salary Dates worked From		То		
Reason for leaving				
Previous company/organization		Type of business	Title or classification of job	
Street address		Phone number	Brief description of job duties	
City State		ZIP code		
Supervisor's name		Phone number		
Base salary Dates worked From		То		
Reason for leaving	***************************************			

Previous company/organization		Type of business	Title or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked From	To	tiene en stempere dang filogory dan det en ei
Reason for leaving			

Previous company/organization		Type of business	Title or classification of job
		Type of business Phone number	Title or classification of job Brief description of job duties
Street address		Phone number	
Street address City State ZIP code		Phone number	
Previous company/organization Street address City State ZIP code Supervisor's name Base salary	Dates worked From	Phone number	

EDUCATIONAL HISTORY

School Name (City, State)	Location	Major course or subject	Graduated Yes No	Degree
High school				
Technical/trade (after high school)			112.71	
College (list all attended)	Jana model			
	1			
Other education/training	Shimoun 10			and Controlle

		or, sex, national origin, age, or h		······
Professional mem	berships, certific	ates, or licenses held		
***************************************	***************************************	······································		······································
Past and present of	civic or cultural a	ctivities — include offices held		
Oringinal habbias	(malatad to this m			······································
Tincipal noones	(related to this p	osition)		
				410-6-3-3-4
SPECIAL SE	71115			
o be completed l	by applicant for a	office/clerical work	To be completed by a	applicant for shop/plant work
Typing	Yes No	Words per minute:	Type of machines op	erated Years experienc
Dictation	Yes No	Words per minute:		90753 -2 -
Computer skills	Hardware		100	
	Software		11	
Please list other s	kills and/or equip	oment/language experience you h	nave acquired.	
				Ass. San
MILITARY I	RECORD			
Branch of service	***************************************		······································	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
oranich of service				From To
Present military a None	ffiliation:	Reserve (active)	Reserve (inactive)	
	and duty while ir	ı service		
Linds of training				
Kinds of training	- 4 0 144			

PROFESSIONAL/WORK REFERENCES

List two past supervisors and one perse	on who is not related to	you who have knowledg	ge of your qualifications	s for the position for	r which you are
applying.					

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (include area code)	Occupation
			1 1	
May we contact your present employer	r? Yes No			
Wage or salary required				······································
Date available				***************************************

Please read all the following statements carefully and ask questions if you need clarification before you sign this section:

I certify that the information contained in this application is true and correct to the best of my knowledge, and understand that any false or misleading statements or omissions, whenever discovered, regarding this application are grounds for disqualification from further consideration or for dismissal from employment.

I understand and agree that:

- 1. If hired by Highland Hope, during my employment with Highland Hope, I shall not accept or hold employment with others that, in the sole discretion of Highland Hope, would create a conflict of interest.
- 2. Those that serve God on the staff at Highland Hope are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are in agreement with the vision and values of Highland Hope.
- 3. If employed by Highland Hope, I agree to conform to its guidelines and policies. I understand that I or Highland Hope may terminate my employment at any time, with or without cause, and that any assurances of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the "at will" nature of my employment relationship with Highland Hope, unless specifically acknowledged in writing by the Chairperson of the Parish Life Advisory Team. I further understand that Highland Hope may also demote or discipline me, or reassign my job responsibilities for any reason, at its sole discretion.
- I understand that as a condition of employment I will be required to provide proof of U.S. Citizenship, U.S. permanent residency or authorization to work in the U.S. and personal identification.
- Highland Hope may conduct a routine investigation in connection with my employment including but not limited to a criminal record check or any condition allowed by law.
- I authorize Highland Hope to verify all references and information provided by me in this application and release Highland Hope, and any person or company responding to any reference or request for information from any claim or liability regarding any information or opinion supplied. I understand that any offer of employment is subject to satisfactory references.
- If I am hired, I will be required to sign (a)°an acknowledgement of Highland Hope's Policy Against Sexual Harassment, (b) an agreement to send all claims or disputes that may arise between me and Highland Hope to final and binding arbitration; (c)°an acknowledgement of receipt of the Employee Handbook, including acknowledgement of my at-will employment status.
- 8. The foregoing terms and conditions will become part of my employment agreement with Highland Hope if I am hired.

Date	Signature

If any of your educational or employment records are under other than the above name, please provide other names.