

Application for Employment Highland Hope Church

Application for Employment

Last name	First	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		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		
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		
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	
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	
Reason for leaving			

EDUCATIONAL HISTORY

School Name (City, State)	Location	Major course or subject	Graduated		Degree
			Yes	No	
High school					
Technical/trade (after high school)					
College (list all attended)					
Other education/training					

OUTSIDE ACTIVITIES

(Exclude those indicating race, color, sex, national origin, age, or handicap.)

Professional memberships, certificates, or licenses held

Past and present civic or cultural activities — include offices held

Principal hobbies (related to this position)

SPECIAL SKILLS

To be completed by applicant for office/clerical work

To be completed by applicant for shop/plant work

Typing Yes Words per minute:
 No

Type of machines operated

Years experience

Dictation Yes Words per minute:
 No

Computer skills Hardware
 Software

Please list other skills and/or equipment/language experience you have acquired.

MILITARY RECORD

Branch of service

From

To

Present military affiliation:

None

Reserve (active)

Reserve (inactive)

Kinds of training and duty while in service

