



HARVEST BIBLE CHAPEL

APPLICATION FOR EMPLOYMENT

Position applied for: _____ Date: _____
 Date you can start: _____ Salary desired: _____
 Type of work desired: Full Time Part Time Temporary

PERSONAL INFORMATION

Name _____ Social Security # _____
 Address _____
 E-mail address _____
 Home # _____ Cell # _____

Are you able, with or without reasonable accommodation, to perform and fulfill all of the essential duties and requirements of the job for which you are applying? Yes No
 Are you legally eligible to work in the United States? Yes No
 Are you over the age of 18? Yes No

EDUCATION

High School Graduate: Yes No Name of school: _____
 College Graduate: Yes No Name of school: _____
 Degree: _____

PROFESSIONAL REFERENCES

Please list three references that we may contact, who are not related to you and who you have known for at least one year.

Name	Address & Phone #	Relationship	Years Known

EMPLOYMENT HISTORY

Beginning with your current or most recent job, list your last two employers and provide a description of your duties. If applicable, include military and unpaid volunteer experience, and provide explanation for dates of unemployment.

Company/Employer Name		Supervisor's Name & Title		
Address				Phone #
Job Title		Dates of Employment		
Hours per week	Salary	Ok to Contact?	Reason for Leaving	
Duties/Responsibilities?				

EMPLOYMENT HISTORY (CONTINUED)

Company/Employer Name		Supervisor's Name & Title	
Address		Phone #	
Job Title		Dates of Employment	
Hours per week	Salary	Ok to Contact?	Reason for Leaving
Duties/Responsibilities?			

SPECIAL SKILLS & QUALIFICATIONS

Provide any additional information such as special skills, trainings, management experience or qualifications you feel will be helpful to us in considering your application.

CRIMINAL BACKGROUND

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations) including convictions based on a plea of guilty or no contest? Yes No

If yes, please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

CERTIFICATION AND RELEASE

By signing this job application, I certify that the information I have provided is true and accurate to the best of my knowledge and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Harvest Bible Chapel Lancaster permission to contact my previous or current employers, references, schools and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Harvest Bible Chapel Lancaster, I may be required to submit to a criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempts to affect the results of this background check will result in withdrawal of any employment offer or, if already employed, termination of employment.

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Signature

Date