

Application for Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept of file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. **Please print.**

Name _____

Phone _____

Address _____

City/State/Zip _____

Position Applied for _____ Shift preferred: Daytime Evening Any

How did you hear about us? TWC WTAMU on-line ad AC on-line ad

Friend Other _____

Special training or skills: (languages, machine operations, etc.) that would benefit you in the job for which you are applying: _____

Would you accept full-time work? Yes No Would you accept part-time work Yes No

On what date would you be available for work? _____

Have you ever been employed here before? Yes No If yes, dates _____

Do you have a legal right to be employed in the U.S? Yes No (If yes, proof is required.)

Are you of legal age to work? Yes No

Educational Background

High School:

Name and location: _____

Did you graduate? Yes No GED

College:

Name and location: _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____

Vocational or other training:

Name and location: _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____

Previous Employers & Addresses

Place an X by the employer(s) you do not want us to contact. List the most recent employer first.

1. Company Name _____ Phone () _____

Contact Name _____

Address _____ Employed From _____ To _____

Position _____ Last Wage _____

Reason for leaving _____

2. Company Name _____ Phone () _____

Contact Name _____

Address _____ Employed From _____ To _____

Position _____ Last Wage _____

Reason for leaving _____

Have you ever been indicted or convicted of a felony? No Yes

I have seen a copy of the job duties for this position and I agree that I can physically and mentally perform the essential functions of this job with or without reasonable accommodation.

No Yes

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the church's rules and policies. I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the church's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the church.

Applicant's Signature _____ Date _____