



Application For Employment

NAME AND ADDRESS *Please complete all sections, even if a resume is attached*

Social Security #: _____ Application Date: _____

Last Name: _____ First Name: _____

Present address: _____

City: _____ State: _____

Zip: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Email address: _____

Do you have members of your household or relatives currently employed by Bidwell Presbyterian Church?
Yes [] No [] *If yes, please provide the following information:*

Name: _____ Relationship: _____ Dept: _____

Name: _____ Relationship: _____ Dept: _____

APPLICATION INFORMATION

Position applied for: _____

Are you currently employed? Yes [] No [] Are you legally eligible to work in the U.S.? Yes [] No []

May we contact your current employer? Yes [] No [] If no, why? _____

Supervisor's Name: _____ Contact Information: _____

Are you 18 years of age or older? Yes [] No [] If 'No', you will be required to provide a work permit

Date you can start: _____ Salary Desired: _____

Type of employment you will accept: Full Time [] Part time [] Contract/Project [] Seasonal []

Number of hours per week you will accept: 30 or more [] 20-30 [] 10-20 [] 10 or less []

EDUCATION INFORMATION

HIGH SCHOOL

Name of School: _____ City/State _____

Did you graduate? Yes No Year of Graduation _____

TRADE SCHOOL / BUSINESS / CORRESPONDENCE SCHOOL

Name of School: _____ City/State _____

Did you graduate? Yes No Year of Graduation: _____ Degree Received: _____

COLLEGE

Name of School: _____ City/State _____

Did you graduate? Yes No Year of Graduation _____ Degree Received: _____

GRADUATE SCHOOL

Name of School: _____ City/State _____

Did you graduate? Yes No Year of Graduation _____ Degree Received: _____

COMPUTER SKILLS

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Excel	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Power Point	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Access	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Outlook	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Publisher	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Internet	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Other _____			

WORK REFERENCES *list below persons not related to you, whom you have known for at least one year*

Name: _____	Name: _____
Employer: _____	Employer: _____
Job Title: _____	Job Title: _____
Telephone #: _____	Telephone #: _____

Name: _____	Name: _____
Employer: _____	Employer: _____
Job Title: _____	Job Title: _____
Telephone #: _____	Telephone #: _____

CHARACTER REFERENCES *list below persons not related to you, whom you have known for at least one year*

Name:	Name:
Employer:	Employer:
Job Title:	Job Title:
Telephone #:	Telephone #:

Name:	Name:
Employer:	Employer:
Job Title:	Job Title:
Telephone #:	Telephone #:

EMPLOYMENT HISTORY

MOST RECENT

Employer Name:	Position:
City/State:	Dates Employed: _____ to _____
Starting Hourly Rate/Salary:	Ending Hourly Rate/Salary:
Supervisor's Name/Position:	Telephone #:
Job duties:	
Reason for leaving:	

SECOND MOST RECENT

Employer Name:	Position:
City/State:	Dates Employed: _____ to _____
Starting Hourly Rate/Salary:	Ending Hourly Rate/Salary:
Supervisor's Name/Position:	Telephone #:
Job duties:	
Reason for leaving:	

THIRD MOST RECENT *if applicable*

Employer Name:	Position:
City/State:	Dates Employed: _____ to _____
Starting Hourly Rate/Salary:	Ending Hourly Rate/Salary:
Supervisor's Name/Position:	Telephone #:
Job duties:	
Reason for leaving:	

FOURTH MOST RECENT *if applicable*

Employer Name:	Position:
City/State:	Dates Employed: _____ to _____
Starting Hourly Rate/Salary:	Ending Hourly Rate/Salary:
Supervisor's Name/Position:	Telephone #:
Job duties:	

NON-DISCRIMINATION STATEMENT

Bidwell Presbyterian Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

CERTIFICATION AND RELEASE

I certify that the facts contained in this application (and accompanying cover letter and resume) are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application (and accompanying cover letter and resume) shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms and may be terminated at any time, with or without cause and without prior notice, at my option or that of Bidwell Presbyterian Church.

I understand that if I am offered employment, I will be required to submit to a pre-employment criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of this pre-employment check will result in withdrawal of any employment offer.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Please submit cover letter, resume, and application to:

Bidwell Presbyterian Church
Human Resources
208 W. 1st Street
Chico, CA 95928

If you have any questions or would like to submit electronically, please email lstone@bidwellpres.org