



The First Presbyterian Church of Waunakee, Inc.

APPLICATION FOR EMPLOYMENT

5763 County Road Q, Waunakee, WI 53597
Phone: (608) 949-9445 Fax: (608) 849-4608
E-mail: info@myfpc.org Website: www.myfpc.org

POSITION YOU ARE APPLYING FOR: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

LENGTH OF TIME AT THIS ADDRESS? \_\_\_\_\_ IF LESS THAN 3 YEARS, LIST PREVIOUS ADDRESS:

\_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

EMAIL \_\_\_\_\_ AVAILABLE START DATE \_\_\_\_\_

ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_

HOW DID YOU LEARN ABOUT OUR ORGANIZATION? \_\_\_\_\_

EDUCATION:

Table with 7 columns: SCHOOL, NAME & LOCATION OF SCHOOL, COURSE OF STUDY, # OF YRS. COMPLETED, GPA, DID YOU GRADUATE, DEGREE / DIPLOMA. Rows include High School, College (Undergraduate), Graduate School, and Technical or other Training.

OTHER SPECIAL TRAINING OR SKILLS (languages, certifications, machine operation, etc.) \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER HAD ANY JOB-RELATED EXPERIENCE IN THE U.S. MILITARY OR OTHER SERVICE ORGANIZATION (e.g. Peace Corps., community organizations, etc.)? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

**ADMINISTRATIVE SKILLS:**

Indicate level of experience/skill with the following computer software: (N=None, B=Beginner, I=Intermediate, A=Advanced\_

Microsoft Products: Word \_\_\_\_\_ Outlook \_\_\_\_\_ Excel \_\_\_\_\_ Teams \_\_\_\_\_

Other programs or computer expertise: \_\_\_\_\_

**EMPLOYMENT: List below all present and past employment, beginning with your most recent.**

Do not omit any employers and explain gaps in employment.

Name & Address of Company or Organization	From		To		Describe the Work You Performed	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.		
Telephone:						
	Type of Business:					
	Starting Salary/Hourly Wage:			Ending Salary/Hourly Wage:		

Name & Address of Company or Organization	From		To		Describe the Work You Performed	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.		
Telephone:						
	Type of Business:					
	Starting Salary/Hourly Wage:			Ending Salary/Hourly Wage:		

Name & Address of Company or Organization	From		To		Describe the Work You Performed	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.		
Telephone:						
	Type of Business:					
	Starting Salary/Hourly Wage:			Ending Salary/Hourly Wage:		

Name & Address of Company or Organization	From		To		Describe the Work You Performed	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.		
Telephone:						
	Type of Business:					
	Starting Salary/Hourly Wage:			Ending Salary/Hourly Wage:		

EXPLAIN EMPLOYMENT GAPS: \_\_\_\_\_

**PERSONAL REFERENCES:**

Name	Relationship	Address	Telephone Number & Email Address

I AUTHORIZE FIRST PRESBYTERIAN CHURCH TO CONTACT MY PERSONAL REFERENCES AND PREVIOUS EMPLOYERS (please initial one): YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF, OR PLED GUILTY OR NOLO CONTENDERE TO, AN OFFENSE (INCLUDING FELONY, MISDEMEANOR OR MUNICIPAL ORDINANCE) OR ARE YOU NOW SUBJECT TO A PENDING CRIMINAL CHARGE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, DESCRIBE IN DETAIL.

*Convictions or pending charges will be considered in the hiring process only to the extent they substantially relate to the circumstances of employment sought by the applicant.*

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HAVE YOU EVER RECEIVED A DWI CONVICTION? YES \_\_\_\_\_ NO \_\_\_\_\_

HAS A CIVIL OR CRIMINAL OR ECCLESIASTICAL COMPLAINT EVER BEEN FILED AGAINST YOU ALLEGING PHYSICAL ABUSE, SEXUAL MISCONDUCT, FRAUD, EMBEZZLEMENT, THEFT, OR ANY OTHER CRIMINAL BEHAVIOR?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER RESIGNED OR BEEN TERMINATED FROM A POSITION FOR REASONS RELATING TO ALLEGATIONS OF:

PROBLEMS INVOLVING THE USE OF DRUGS OR ALCOHOL? YES \_\_\_\_\_ NO \_\_\_\_\_

RECEIVING A DWI CONVICTION? YES \_\_\_\_\_ NO \_\_\_\_\_

PHYSICAL ABUSE? YES \_\_\_\_\_ NO \_\_\_\_\_

SEXUAL MISCONDUCT? YES \_\_\_\_\_ NO \_\_\_\_\_

FRAUD? YES \_\_\_\_\_ NO \_\_\_\_\_

EMBEZZLEMENT? YES \_\_\_\_\_ NO \_\_\_\_\_

THEFT? YES \_\_\_\_\_ NO \_\_\_\_\_

ANY OTHER CRIMINAL/IMMORAL/UNETHICAL BEHAVIOR? YES \_\_\_\_\_ NO \_\_\_\_\_

IS THERE ANYTHING ELSE THE CHURCH SHOULD/MAY WANT TO BE AWARE OF WITH RESPECT TO YOUR SITUATION THAT COULD BEAR – EITHER DIRECTLY OR INDIRECTLY – ON YOUR ABILITY TO SERVE EFFECTIVELY IN THIS POSITION?

YES \_\_\_\_\_ NO \_\_\_\_\_ UNSURE \_\_\_\_\_

*If you checked either Yes or Unsure, please provide more information below:*

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**DECLARATION:**

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I understand that an investigation may be made of my employment and personal history to arrive at an employment decision. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I further understand that only job-related information will be used in the evaluation of my qualification for any position for which I am considered.

I release my present and former employers, references, organizations, and other persons from any legal liability in making responses to First Presbyterian Church of Waunakee, Inc. as a result of this application. I understand this supersedes any agreement I may have made with a current or former employer or reference to the contrary. I further release all individuals and organizations, including records custodians, from all liability for damages that may result to me on account of compliance or attempts to comply with this authorization.

I understand and agree that if hired, the First Presbyterian Church of Waunakee, Inc. shall have the right during my time of employment or after my termination of service to furnish information to other prospective employers regarding my employment including information contained in this application. I also understand that, if employed, such employment is not binding on either me or the Church for any specified period of time, and such employment may be terminated by me or the Church for any reason at any time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Documents submitted with this application become the property of First Presbyterian Church of Waunakee, Inc. and will not be returned.