



# First Presbyterian Church

1100 Austin Avenue, Waco, Texas 76701  
254-752-1665

## Employment Application

### Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Desired salary: \_\_\_\_\_ Date available: \_\_\_\_\_

Can you provide documentation establishing your identity and eligibility to work in the U.S.? Yes \_\_\_ No \_\_\_

Have you ever worked for this church? \_\_\_\_\_ If yes, when? \_\_\_\_\_

### Education

High School or Equivalent: \_\_\_\_\_ City: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

College: \_\_\_\_\_ City: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Degree/Certification: \_\_\_\_\_

Graduate School: \_\_\_\_\_ City: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Degree: \_\_\_\_\_

Other Education: \_\_\_\_\_

### Background

Name and address of church where you are a member: \_\_\_\_\_

Date you became a member: \_\_\_\_\_

List any talents, training, education, skills or other factors that prepare you for this job: \_\_\_\_\_

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Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Have you ever had your driver's license suspended or restricted: \_\_\_\_\_ If yes, please explain:

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A conviction record will not necessarily be a bar to employment. Factors such as job-relatedness, age and time of offense, seriousness and nature of violation, and rehabilitation will be taken into account.

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## References

Please list three professional references:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Previous Employment

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

May we contact your supervisor? \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Job title/responsibilities: \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

May we contact your supervisor? \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Job title/responsibilities: \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

May we contact your supervisor? \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Job title/responsibilities: \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Disclaimer and Signature

I hereby declare the information provided on this application is true and complete and understand that misrepresentations or omissions of facts, or falsification of this information are sufficient grounds for rejection of my application, revocation of any conditional offer of employment, or if hired, termination of employment if discovered. I authorize First Presbyterian Church-Waco, TX ("FPC-Waco") to request, receive and verify all information given in this application and release and hold FPC-Waco and any third parties harmless from any and all liability for providing and/or using any such information. I further acknowledge that if I am hired by FPC-Waco, my employment will be at-will and may be terminated with or without cause at any time by FPC-Waco or me. I acknowledge that I have read, understand, and fully accept the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_