



GRACE BIBLE CHURCH

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www.grace-bible.org

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

TODAY'S DATE: _____

NAME: _____
LAST FIRST MIDDLE

SSN: _____

PRESENT ADDRESS: _____
STREET CITY STATE ZIP

PERMANENT ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE NUMBER: _____ ARE YOU 18 YEARS OR OLDER? YES NO

ARE YOU EITHER A U.S. CITIZEN, OR AN ALIEN AUTHORIZED TO WORK IN THE US? YES NO

EMPLOYMENT DESIRED

POSITION: _____ DESIRED SALARY: _____ DATE AVAILABLE: _____

ARE YOU CURRENTLY EMPLOYED? _____ MAY WE CONTACT YOUR CURRENT EMPLOYER? YES NO

HAVE YOU APPLIED TO GRACE BIBLE CHURCH BEFORE? YES NO DATE: _____

PLEASE CIRCLE ONE: GBC MEMBER REGULAR ATTENDER OTHER: _____

HOW DID YOU HEAR ABOUT GBC? _____ REFERRED BY: _____

| EDUCATION | NAME & LOCATION OF SCHOOL | NUMBER OF YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
|---|---------------------------|--------------------------|-------------------|------------------|
| GRAMMAR SCHOOL | | | | |
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| BUSINESS, TRADE, OR CORRESPONDENCE SCHOOL | | | | |

PREVIOUS ADDRESSES (FOR THE LAST 10 YEARS)

| STREET | CITY, STATE | ZIP | COUNTY | DATES OF RESIDENCE | |
|--------|-------------|-----|--------|--------------------|----|
| | | | | FROM | TO |
| | | | | FROM | TO |
| | | | | FROM | TO |
| | | | | FROM | TO |
| | | | | FROM | TO |

GENERAL

ARE YOU WILLING TO WORK OVERTIME? YES NO HOURS AVAILABLE TO WORK: _____

DO YOU HAVE RELIABLE TRANSPORTATION TO GBC? YES NO

PLEASE CIRCLE THE DAYS YOU ARE AVAILABLE TO WORK: M T W T F SA SU

US MILITARY OR NAVAL SERVICE: _____ RANK: _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES: _____

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FORMER EMPLOYERS

(LIST BELOW YOUR LAST 4. USE BACK FOR ADDITIONAL SPACE.)

| DATE (MM/YY) | EMPLOYER | TELEPHONE NUMBER | JOB TITLE | SALARY | REASON FOR LEAVING |
|--------------|------------|------------------|-----------|---------------------|--------------------|
| FROM | COMPANY | | | \$ _____ | |
| TO | ADDRESS | | | PER HOUR MONTH YEAR | |
| | SUPERVISOR | | | | |

| | | | | | |
|------|------------|--|--|---------------------|--|
| FROM | COMPANY | | | \$ _____ | |
| TO | ADDRESS | | | PER HOUR MONTH YEAR | |
| | SUPERVISOR | | | | |

| | | | | | |
|------|------------|--|--|---------------------|--|
| FROM | COMPANY | | | \$ _____ | |
| TO | ADDRESS | | | PER HOUR MONTH YEAR | |
| | SUPERVISOR | | | | |

| | | | | | |
|------|------------|--|--|---------------------|--|
| FROM | COMPANY | | | \$ _____ | |
| TO | ADDRESS | | | PER HOUR MONTH YEAR | |
| | SUPERVISOR | | | | |

WHICH OF THESE JOBS DID YOU LIKE BEST? _____

WHY? _____

MAY GBC CONTACT EACH OF THE SUPERVISORS ABOVE? YES NO

PLEASE INDICATE ANY SUPERVISORS YOU DO NOT WANT GBC TO CONTACT: _____

REFERENCES

GIVE THE NAMES & NUMBERS OF TWO PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

| NAME | ADDRESS & TELEPHONE NUMBER | BUSINESS | YEARS AQUAINTED |
|------|----------------------------|----------|-----------------|
| | | | |
| | | | |

IN CASE OF EMERGENCY NOTIFY: _____

" I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED, OMITTED, OR MISREPRESENTED STATEMENTS ON THIS APPLICATION (OR OTHER FORMS PROVIDED TO GBC) SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I ALSO AUTHORIZE THE REFERENCES, EMPLOYERS, AND SUPERVISORS LISTED ABOVE (UNLESS OTHERWISE INDICATED ABOVE) TO GIVE GRACE BIBLE CHURCH ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE. I RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINATE PERIOD AND MAY, REGARDLESS OF DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITH OR WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT

SIGNATURE

DATE

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