**EMPLOYMENT APPLICATION FOR**

**COMMUNITY OUTREACH MINISTRIES**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Last Name: | First Name: | Middle:  |
| Address: | City: | State: Zip: |
| Phone: |  | E-mail Address: |
| Date of Birth: | Social Security Number: |  |

**Basic Information**

|  |
| --- |
| Position for which you are applying\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Are you employed at the present time? \_\_\_\_\_\_\_
2. If offered a position, when can you report to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If hired can you show proof of your legal right to work in the U.S.? Yes\_\_\_\_\_ No\_\_\_\_\_
4. Have you ever been dismissed, or asked to resign from any position? Yes\_\_\_\_\_ No \_\_\_\_
5. Have you ever been convicted of a felony, or a misdemeanor which

Result in imprisonment? Yes\_\_\_\_\_ No\_\_\_\_\_If yes to number 4 or 5, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Education**

|  |
| --- |
| Please list on the following lines all schools attended any other pertinent information about your education.**School(s) Degree/Subject Studied (if applicable)** |
| High School: |  |
| College (Including dates attended): |  |
| Post-Graduate/Other: |  |

**Work Experience:**

Please list your previous three employers, beginning with the most recent.

Name of Employer: Name of Last Supervisor:

Address: Employment Dates (From / To):

City, State & Zip: Salary / Wage:

Phone Number: Last Job Title:

Reason for Leaving (Please be Specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

Name of Employer: Name of Last Supervisor:

Address: Employment Dates (From / To):

City, State & Zip: Salary / Wage:

Phone Number: Last Job Title:

Reason for Leaving (Please be Specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

Name of Employer: Name of Last Supervisor:

Address: Employment Dates (From / To):

City, State & Zip: Salary / Wage:

Phone Number: Last Job Title:

Reason for Leaving (Please be Specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

As a part of Community Outreach Ministries’ selection process, a representative of the company will check your educational and employment references. We may contact references provided by you as well as other knowledgeable sources. We will ask questions concerning your education and work experience. All disclosures required by law will be made to you.

**References:**

Please list **three** references other than relatives, **one** of which needs to be current or previous employer:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: ­ Yrs. Acquainted:\_\_\_\_\_\_\_

***COM OFFICAL USE ONLY: Documentation of Reference check****:*

*Date contacted: \_\_\_\_\_\_\_\_\_\_\_ Second Attempt\_\_\_\_\_\_\_\_\_\_\_\_*

*Method of contact: □ Phone □ E-mail □Fax □ Letter*

*Notes:*

*Reference Checked by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: ­ Yrs. Acquainted:\_\_\_\_\_\_\_

***COM OFFICAL USE ONLY: Documentation of Reference check****:*

*Date contacted: \_\_\_\_\_\_\_\_\_\_\_ Second Attempt\_\_\_\_\_\_\_\_\_\_\_\_*

*Method of contact: □ Phone □ E-mail □Fax □ Letter*

*Notes:*

*Reference Checked by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**CURRENT OR PREVIOUS EMPLOYER REFERENCE:**

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: ­ Yrs. Acquainted:\_\_\_\_\_\_\_

***COM OFFICAL USE ONLY: Documentation of Reference check****:*

*Date contacted: \_\_\_\_\_\_\_\_\_\_\_ Second Attempt\_\_\_\_\_\_\_\_\_\_\_\_*

*Method of contact: □ Phone □ E-mail □Fax □ Letter*

*Notes:*

*Reference Checked by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

I have read and understand the reference checking policy of Community Outreach Ministries. I voluntarily consent to allow Community Outreach Ministries or any of its officers, representatives, agents, or designees to check references by contacting any person whom they feel to be an appropriate source. I understand that the procedure includes asking questions the company considers relevant concerning my education and work experience.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time without any previous notice.

Signature: Date: