

Grace Commons Church

1820 15th Street Boulder, CO 80302
 Office: 303.402.6400 Fax: 303.402.6390

**APPLICATION FOR EMPLOYMENT****PERSONAL INFORMATION**

Last Name		First		Today's Date	
Current Street Address				Apt/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? (Employment is contingent upon satisfactory proof of eligibility to work in the United States)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

POSITION INFORMATION

Position Desired:

How did you hear about this position?

Have you read the complete job description for this position? YES NO

Are you aware of anything that might prevent you from performing the general requirements of the position(s) applied for as described in the job description? YES NO If yes, please explain.

What special skills, training, or experience do you have that makes you uniquely qualified for this position?

Of the job responsibilities listed in the job description for this position, which three do you see as the most important?
 1)
 2)
 3)

Do you have a valid driver's license? YES NO Driver's License Number:
 Have you had your driver's license suspended or revoked in the last three years? If yes, please explain.

Education: Please list highest education level completed.

EMPLOYMENT EXPERIENCE

Please list, starting with your most recent employment, self-employment, military service, and volunteer work highlights for the previous **five** years.

MOST RECENT JOB: Dates of Employment	From	To	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>
Name of Employer			

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List the position, responsibilities, and contributions that you provided during your employment.

Please tell us the reason for leaving this position.

Dates of Employment	From	To	Full-Time <input type="checkbox"/>
			Part-Time <input type="checkbox"/>

Name of Employer

List the position, responsibilities, and contributions that you provided during your employment.

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Dates of Employment	From	To	Full-Time <input type="checkbox"/>
			Part-Time <input type="checkbox"/>

Name of Employer

List the position, responsibilities, and contributions that you provided during your employment.

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PROFESSIONAL REFERENCES			
Name of Individual	Capacity in which you know this person	Email	Phone Number
NAME:			
NAME:			

CHARACTER REFERENCE (Not a relative)				
Name of Individual	Years Known	How Known	Email	Phone Number
NAME:				

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APPLICANT'S DECLARATION

I certify that my answers are true and complete to the best of my knowledge. I also agree that a fax, photocopy or scan of this authorization with my signature should have the same authority as the original. I understand that the submission of any false or incomplete information in connection with my application, whether on this form or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time.

PRINT NAME

SIGNATURE

DATE

APPLICANT'S AUTHORIZATION AND RELEASE

In connection with my application for employment with Grace Commons Church, I understand that all offers of employment are contingent upon the successful completion of a background check. I understand that this background check may involve requesting information from various federal, state, and other agencies, including information in the public domain, that maintain records concerning my past activities related to my driving, credit, criminal, education and other experiences.

By my signature below, I authorize Grace Commons Church to complete this background check should I be extended an offer of employment.

By my signature below, I also acknowledge my understanding that, should I be offered a position with Grace Commons Church, the church follows the doctrine of "employment at will."

PRINT NAME

SIGNATURE

DATE