



**APPLICATION FOR EMPLOYMENT
PRINCE OF PEACE CHURCH - Burnsville, MN**

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status or citizenship status. The receipt of this application does not mean that job openings exist, or does it obligate us in any way. We appreciate your interest in Prince of Peace.

Please complete all sections of this application. If you find it necessary to provide additional comments or explanations to questions asked, please attach an additional sheet of paper. PLEASE PRINT ALL INFORMATION.

Date Completed: _____

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Present Address _____ Apt Number _____

City _____ State _____ Zip _____

Phone Number (_____) _____ - _____

Email address _____

How long have you lived at this address? _____ Are you a citizen of the United States? Yes No

If not a citizen of the U.S., can you provide proof that you can be legally employed in the U.S.? Yes No

EMPLOYMENT INFORMATION

Position applying for _____ Salary Desired _____

Type of employment you are interest in: Full Time Part Time Temporary

Have you ever applied for a job with us before? Yes No

Are there any experiences, skills, or qualifications you believe would especially fit you with Prince of Peace?

Note: If you have submitted a resume with references, you do not need to complete the Work History or References sections of application.

***** CDLC APPLICANTS ONLY *****

Are you Rule 3 qualified for the position you are applying for? Yes No

Have you been trained in curriculum development and assessments? Yes No



Current type of certification: _____

Expiration Date: _____ File Folder No: _____

Are you a member of any professional organizations? If so, which one(s): _____

*** ALL APPLICANTS MUST COMPLETE THE REMAINING SECTIONS ***

EDUCATION INFORMATION

	<i>Name of School</i>	<i>Did you graduate?</i>	<i>Degree</i>
<i>High School</i>			
<i>Trade / Correspondence</i>			
<i>College</i>			
<i>Graduate School</i>			

Describe any other specialized or professional training or certifications.

WORK HISTORY

Name of Employer _____ **Phone** _____

Address _____

Position Title _____ **Date of Employment: From** _____ **To** _____

Duties _____

Name & Position of immediate supervisor _____

Reason for leaving _____

Name of Employer _____ **Phone** _____

Address _____

Position Title _____ Date of Employment: From _____ To _____

Duties _____

Name & Position of immediate supervisor _____

Reason for leaving _____

Name of Employer _____ **Phone** _____

Address _____

Position Title _____ Date of Employment: From _____ To _____

Duties _____

Name & Position of immediate supervisor _____

Reason for leaving _____

Name of Employer _____ **Phone** _____

Address _____

Position Title _____ Date of Employment: From _____ To _____

Duties _____

Name & Position of immediate supervisor _____

Reason for leaving _____

PERSONAL REFERENCES

Please provide 2 professional references and 1 personal reference

Name _____ Daytime Phone _____

Years Known _____ Relationship _____ Occupation _____

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Years Known _____ Relationship _____ Occupation _____

Name _____ Daytime Phone _____

Years Known _____ Relationship _____ Occupation _____

CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

Current Church _____ Dates _____ City/State _____

Previous Church _____ Dates _____ City/State _____

Previous Church _____ Dates _____ City/State _____

APPLICANT’S STATEMENT – PLEASE READ CAREFULLY

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigation or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at this organization is “at will”, and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check will be conducted on me, and I consent to any such check.

I authorize the use of any information in this application and any attached supplements to verify my statements. I authorize past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant

Date

If this application is returned by mail, please address it to Human Resources and mark the envelope “personal and confidential”