



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?

Three horizontal lines for providing additional information.

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 \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

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”*