

**First Congregational Church of Twinsburg, U.C.C.**  
**APPLICATION FOR EMPLOYMENT**

**Position Applied For** \_\_\_\_\_

*First Congregational Church of Twinsburg, U.C.C., considers all applicants for employment without regard to race, color, religion, age, disability/handicap, gender, and/or national origin, or, any other protected category, unless otherwise provided by law.*

**PERSONAL**

\_\_\_\_\_

Last Name	First	Middle	Date
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Street Address \_\_\_\_\_

\_\_\_\_\_ ( ) \_\_\_\_\_  
 City, State, Zip Home Phone Number

\_\_\_\_\_ ( ) \_\_\_\_\_  
 Cell Phone Number

**Check one:**

Are you available for full-time work? Yes  No

Will you work hours beyond your regularly scheduled hours, if asked? Yes  No

When will you be able to begin work? \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes  No   
*(Proof of identity and employment authorization will be required upon employment.)*

Have you been convicted of a felony within the last 5 years? Yes  No   
*(Record of conviction does not disqualify applicant from employment consideration. Applicant is not required to disclose sealed and expunged records.)*

What is your salary requirement? Please provide a range \_\_\_\_\_

How did you hear about FCCT / this position? \_\_\_\_\_

If you were referred by a current FCCT employee, please provide a name \_\_\_\_\_

**Special training or skills** which may be necessary or helpful for this position:

\_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

<b>SCHOOL - Name &amp; Location</b>	<b>No. of years completed?</b>	<b>Did you graduate?</b>	<b>Degree(s) Obtained</b>
High School			
Business/Trade/Technical			
College			
Graduate School			

**EMPLOYMENT HISTORY**

**Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. If you have more than three employers within the last five years, please use the back side of the last page of this application to show additional employers.**

**1. Company Name**

Company Address \_\_\_\_\_ (\_\_\_\_\_) Telephone Number \_\_\_\_\_

Dates of Employment (month/year) \_\_\_\_\_ Last Salary \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
State Job Title and description of responsibilities: \_\_\_\_\_

Was your termination (check one) VOLUNTARY \_\_\_\_\_ INVOLUNTARY \_\_\_\_\_  
If “involuntary”, please explain reason for termination: \_\_\_\_\_

**2. Company Name**

Company Address \_\_\_\_\_ (\_\_\_\_\_) Telephone Number \_\_\_\_\_

Dates of Employment (month/year) \_\_\_\_\_ Last Salary \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
State Job Title and description of responsibilities: \_\_\_\_\_

Was your termination (check one) VOLUNTARY \_\_\_\_\_ INVOLUNTARY \_\_\_\_\_  
If “involuntary”, please explain reason for termination: \_\_\_\_\_

**3. Company Name**

\_\_\_\_\_  
Company Address ( ) Telephone Number

\_\_\_\_\_  
Dates of Employment (month/year) Last Salary Name of Supervisor  
State Job Title and description of responsibilities: \_\_\_\_\_

\_\_\_\_\_  
Was your termination (check one) VOLUNTARY \_\_\_\_\_ INVOLUNTARY \_\_\_\_\_  
If "involuntary", please explain reason for termination: \_\_\_\_\_

\_\_\_\_\_  
Have you ever been disciplined by a prior or current employer by verbal or written warning, suspension or otherwise? (Check one) YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
If "yes", please describe the circumstances and how the matter was resolved:

\_\_\_\_\_  
Indicate if *First Congregational Church of Twinsburg, U.C.C.* can contact your current employer for reference at this time: YES \_\_\_\_\_ NO \_\_\_\_\_ If "no", please be advised that your current employer will be contacted should an offer of employment be accepted contingent upon verification of current employment.

**MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS**

*Exclude those which may disclose your race, color, religion, age, disability/handicap, gender, and/or national origin or any other protected category.*

**SIGNATURE**

The information provided in this Application for Employment is true, correct, and complete. If I am accepted for employment, any misstatement or omission of fact on this application or provided in any interview may result in my dismissal. I understand that this Application for Employment and other company documents are **not** contracts of employment.

I authorize *First Congregational Church of Twinsburg, U.C.C.*, to thoroughly investigate my references, personal history, work record, and other matters related to my suitability for employment. I also release *First Congregational Church of Twinsburg, U.C.C.*, from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand and agree that if I am employed, my employment is for no definite period of time and may be terminated at any time, with or without prior notice, at the option of either myself or *First Congregational Church of Twinsburg, U.C.C.*, and that no promises or representations contrary to the foregoing are binding on *First Congregational Church of Twinsburg, U.C.C.*, unless made in writing and signed by me and the Moderator and Trustees of *First Congregational Church of Twinsburg, U.C.C.*

**Date Signed:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_