

**GRACE CHURCH OF DURHAM  
APPLICATION FOR EMPLOYMENT**

# GRACE CHURCH OF DURHAM

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

DATE OF APPLICATION \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
Street (Apt)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Information: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ \_\_\_\_\_  
Home Telephone Mobile Telephone Email

**How did you learn about Grace Church of Durham?**

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

**Employment Desired: Full-time** \_\_\_ **Part-time** \_\_\_

**Position Sought:** \_\_\_\_\_ **Available Start Date:** \_\_\_\_\_

**Desired Pay Range:** \_\_\_\_\_ **Are you currently employed?** \_\_\_\_\_

**How many hours can you work weekly?** \_\_\_\_\_ **Can you work nights?** \_\_\_\_\_

**Have you ever been convicted of a crime?** No \_\_\_ Yes \_\_\_ If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

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**Do you have a valid driver's license?" " " No \_\_\_\_\_ " " Yes \_\_\_\_\_**  
**Do you have transportation? \_\_\_\_\_**

**EDUCATION**

**Name and Location Major/Subjects**

**High School**

**Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.**

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**PREVIOUS EXPERIENCE**

(Please list most recent first)

<b>Dates Employed</b>	<b>Employer:</b>	<b>Location</b>	<b>Role/Tit</b>
	<b>Organization Name:</b>		

**Job notes, tasks performed and reason for leaving:**

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2.

**Dates Employed Employer:**

**Location Role/Title**

**Organization Name**

**Job notes, tasks performed and reason for leaving:**

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3.

**Dates Employed Employer/**

**Location Role/Title**

**Organization Name**

**Job notes, tasks performed and reason for leaving:**

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4.

**Dates Employed Employer/**

**Location Role/Title**

**Organization Name**

**Job notes, tasks performed and reason for leaving:**

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**Please list two professional references** Name \_\_\_\_\_!!  
Name \_\_\_\_\_ Position \_\_\_\_\_!! Position \_\_\_\_\_  
\_\_\_\_\_ Company \_\_\_\_\_!! Company \_\_\_\_\_  
Address \_\_\_\_\_! Address \_\_\_\_\_!!  
\_\_\_\_\_ Telephone ( ) \_\_\_\_\_!! Telephone ( ) \_\_\_\_\_  
\_\_\_\_\_

2010 GRACE CHURCH OF DURHAM

**PLEASE READ CAREFULLY**

**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by **Grace Church of Durham** (hereinafter called "the Organization"), I agree that: Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, by-laws, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Organizational practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Grace Church of Durham, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Pastor/ Director of Protocol for the Organization. Both the undersigned and Grace Church of Durham may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Organization may unilaterally change or revise their benefits, policies and procedures.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Organization permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Organization from any liability as a result of such contract.

I understand that, in connection with the routine processing of your employment application, the Organization may request a background check including information as to my character, general reputation,

personal characteristics, and mode of living. Upon written request from me, the Organization, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Organization shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Organization is terminable at will for any reason by either party.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_