

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked or volunteered for Plateau Outreach Ministries? YES NO If yes, when? _____

Have you been convicted of a crime in the last 10 years? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO GPA: _____

College: _____ Major: _____

From: _____ To: _____ Did you graduate? YES NO GPA: _____

Other: _____ Area of Study: _____

From: _____ To: _____ Did you graduate? YES NO GPA: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

PRE-EMPLOYMENT STATEMENT (Please read before signing)

I understand that Plateau Outreach Ministries (POM) will rely, in part, on the information I provided in this Employment Application in considering whether to hire me. I understand that it is important that I provide complete and accurate information and certify that I have done so. If POM discovers at any time that I failed to completely and honestly provide any information requested of me in this Employment Application or during the interview process, I understand that my application will no longer be considered or, if I am working for POM, that I will be subject to disciplinary action, up to and including termination of employment.

I authorize POM to contact anyone that it deems appropriate to verify the information I have provided or to further investigate my background, past performance and suitability for employment. I consent to being discussed by any person contacted by POM and waive all rights to bring any action for defamation, invasion of privacy or any similar claim against anyone that provides information to POM with a good faith belief that the information provided is true. I understand that the organization may choose to obtain background information about me from a consumer reporting agency. Before requesting a report from a consumer reporting agency, POM will ask for my authorization. I understand that if I refuse to provide such authorization, my application for employment will not be considered.

I understand that this Employment Application is not an offer of employment. I understand that nothing contained in this Employment Application creates a contract between POM and me for employment or any other benefit. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon POM.

I understand that if I am hired, I will be an employee “at will,” meaning I am not hired for any definite length of time and either I or POM can terminate my employment at any time for any lawful reason. I also understand that my at will status cannot be changed except by a formal written agreement signed by the President of the POM Board of Directors.

If employed, I understand and agree that POM retains the sole right in its business judgment to modify, suspend, interpret, or cancel, in whole or in part, at any time, with or without any notice, any published or unpublished policy, practice, procedure, process or benefit. I understand that POM’s terms and conditions of employment, including its personnel policies, are subject to change from time to time.

If employed, I understand that as a condition of employment that I may be required to agree to and to sign POM’s confidentiality and/or similar agreement. I also agree to notify POM during the pre-employment process of any confidentiality and/or similar agreement that I may have already signed with current and/or former employers.

My acceptance below certifies that I have read, understand and agree with the above statements.

Signature: _____ Date: _____