

## Application for Employment

First Presbyterian Church  
495 Charles Avenue  
Alma, Michigan 48801-1401

Phone: 989-463-2940  
E Mail: [Personnel@firstpres.net](mailto:Personnel@firstpres.net)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, zip: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

Home phone: \_\_\_\_\_

Alternate work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E Mail address: \_\_\_\_\_

Are you at least 18 years old?  Yes  No

Are you eligible to work in the United States?  Yes  No

**If are under 18 years of age, applicant must submit a work certificate, as required by the state of Michigan.**

Have you ever been convicted of a felony?  Yes  No

I attest that the information supplied on this Application for Employment is truthful and accurate. I certify that there is no reason that I cannot adequately perform the essential functions of the position for which I am making application with or without reasonable accommodation, and that my health status does not preclude my ability to perform the position requested.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**EDUCATION:**

Name of School	City/State	Major	Degree	Graduate		Years Completed
_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

**REFERENCES: List 3 employment references (previous employers and/or supervisors)**

How long have you been acquainted?	Person's full name, business name, and mailing address	Phone Number(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PRIOR WORK EXPERIENCE:**

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<b>Dates Employed From/ To</b>	<b>Business Name Start with the most recent</b>	<b>Position Title/Responsibilities</b>	<b>Reason for Leaving</b>
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/			
/			
/			

**I give my permission for individuals and organizations listed above to discuss my employment history and performance with employees and/or members of First Presbyterian Church, Alma, Michigan who are conducting recruitment efforts for employment. I acknowledge this encompasses verification of all the information listed within this application and that this document may be copied and mailed or faxed to individuals in order to provide my permission for release of information.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**date**