



30 Circleville Avenue • Ashville, OH 43103 | 740.983.4675
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FOR Jesus, FOR our Community, and FOR You!

Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: ()

E-mail Address:

Date Available:

Birth date:

Position Applied for:

Are you currently employed?

YES NO

May we contact your employer?

YES NO

Are you currently on "lay off" status and subject to recall?

YES NO

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 used any names or social security numbers other than the above?

YES NO

If yes, explain:

Education

High School:

Address:

From:

To:

Did you graduate?

YES NO

Degree:

College:

Address:

From:

To:

Did you graduate?

YES NO

Degree:

Other:

Address:

From:

To:

Did you graduate?

YES NO

Degree:

References

Please list three professional references not related to you who have knowledge of your work/ministry experience within the last 5 years.

Full Name:

Relationship:

Company:

Years Acquainted:

Address:

Phone: ()

Full Name:

Relationship:

Company:

Years Acquainted:

Address:

Phone: ()

Full Name:

Relationship:

Company:

Years Acquainted:

Address:

Phone: ()

Previous Employment

Employer: _____ Phone: ()
Address: _____ Supervisor:
Position: _____ Starting Salary: \$ _____ Ending Salary: \$
Responsibilities:
Start Date: _____ End Date: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: ()
Address: _____ Supervisor:
Position: _____ Starting Salary: \$ _____ Ending Salary: \$
Responsibilities:
Start Date: _____ End Date: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: ()
Address: _____ Supervisor:
Position: _____ Starting Salary: \$ _____ Ending Salary: \$
Responsibilities:
Start Date: _____ End Date: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: ()
Address: _____ Supervisor:
Position: _____ Starting Salary: \$ _____ Ending Salary: \$
Responsibilities:
Start Date: _____ End Date: _____ Reason for Leaving: _____

Military Service

Branch: _____ From _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Gifts, Skills, Training

Identify formal training related to this position:	
Identify skills and/or certifications you possess related to this position:	
If hired, what value would you bring to Village Chapel?	

Criminal Background

Please respond to the following questions in the most complete and accurate manner possible. Do not identify convictions for which the criminal record has been expunged or sealed by the court or, misdemeanor convictions for which any probation has been completed and the case dismissed by the court. Furthermore, please note that no applicant will be denied employment solely on the grounds that they have been charged, committed, or convicted of (or pleaded guilty or no contest in) a criminal offense, or solely on an affirmative answer. The nature, date, surrounding circumstances and relevance of the offense to the position(s) applied for will be considered. A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. (A criminal background check will be completed by Village Chapel prior to any hire.)

Have you ever, under your name or another name, been convicted? YES NO

If yes, please fully explain when, where, and of what you were convicted and the result of the case(s):

Disclaimer and Signature

Please read each statement closely and initial each acknowledging your understanding

Equal Employment Opportunity Statement

_____ Village Chapel (VC) is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. VC will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for VC.

Complete and Accurate Information

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

At-Will Employment

_____ I understand and agree that if I am employed, my employment will be "at-will", which means that VC may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, VC will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on VC unless made in writing and signed by the leadership of VC.

Testing Authorization

_____ If offered a position with VC, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by VC as a condition of employment.

Investigation Authorization

_____ I authorize investigation into all statements and references contained in this application. Said investigation may include interviews with past employers, workers and friends. Said investigation may include credit, driving, criminal background, references and other background checks.

MY ANSWERS HAVE BEEN TRUE AND ACCURATE PURSUANT TO THE PENALTY OF PERJURY UNDER THE LAWS OF THIS STATE. I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY VILLAGE CHAPEL.

Signature

Date