

APPLICATION FOR EMPLOYMENT

MICHIGANTOWN CHRISTIAN CHURCH PRESCHOOL

West Second Street

Michigantown, IN 46057

765-249-2184

[www.michigantown.org](http://www.michigantown.org)

Equal Opportunity Employer

Discrimination in employment because of race, creed, color, national origin, ancestry, disability, age, sex, or liability for service in the Armed Forces of the United States is prohibited by company policy. In addition, company employment policy requires compliance with state and local fair employment practice laws and regulations. This company is an Equal Opportunity Employer

## Personal

LAST NAME: _____	FIRST NAME: _____	MIDDLE: _____	TODAY'S DATE: _____
Street Address: _____			Home Phone: _____
City _____	State _____	Zip Code _____	Business Phone: _____
Have you ever applied for employment with us? ( ) Yes ( ) No If yes, Month and Year _____ Location _____			Social Security Number: _____
Position Desired: _____			Pay Expected: _____
Apart from absence for religious observance, are you available for full-time work? ( ) Yes ( ) No If not, what hours can you work?			Will you work overtime If asked? ( ) Yes ( ) No
Are you legally eligible for employment in the United States?			When will you be able to begin work? _____

Have you ever gone by another name? \_\_\_\_\_

DO YOU HAVE ANY PHYSICAL CONDITION WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE PARTICULAR JOB FOR WHICH YOU ARE APPLYING?

If Yes, Please Explain: \_\_\_\_\_

If needed are you willing to undergo: Drug Testing? \_\_\_\_\_ Yes \_\_\_\_\_ No

# Education

	Name and Address			
	of School	Course of Study	Years Completed	Diploma / Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				

List computer programs you are proficient in: \_\_\_\_\_

Have you ever been convicted of any crimes, including sex related or child abuse related offenses, in the past years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court?

Yes    No    If Yes, describe in full \_\_\_\_\_

WILL TRANSPORTATION TO WORK BE A PROBLEM FOR YOU? \_\_\_\_\_

Have you had any traffic violations in the past 5 years? If yes, explain: \_\_\_\_\_

What type of license do you currently have? Reg. Operators\_\_\_ CDL\_\_\_ Chauffeurs\_\_\_  
Please list any others you may have along with any restrictions. \_\_\_\_\_

State names of Relatives and Friends attending this church: \_\_\_\_\_

What was your attendance record on your last job? \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

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## Employment History

<b>1</b>	Employer _____	Dates Employed		WORK PERFORMED
		From	To	
	Address: _____			
	Telephone Number (s) _____	Hourly Rate / Salary		
		From	To	
Job Title: _____ Supervisor: _____				
Reason For Leaving: _____				
<b>2</b>	Employer _____	Dates Employed		WORK PERFORMED
		From	To	
	Address: _____			
	Telephone Number (s) _____	Hourly Rate / Salary		
		From	To	
Job Title: _____ Supervisor: _____				
Reason For Leaving: _____				
<b>3</b>	Employer _____	Dates Employed		WORK PERFORMED
		From	To	
	Address: _____			
	Telephone Number (s) _____	Hourly Rate / Salary		
		From	To	
Job Title: _____ Supervisor: _____				
Reason For Leaving: _____				

May we contact the employers listed above?    Yes    No

List Membership in Professional and Civic Organizations, Special Accomplishments, Awards, Etc.

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References: (Not former Employers or relatives)

1	_____ (	Phone #
	(Name)	
	_____	
	(Address)	
2	_____ (	Phone #
	(Name)	
	_____	
	(Address)	
3	_____ (	Phone #
	(Name)	
	_____	
	(Address)	

IN CASE HIRED THE FOLLOWING IS NEEDED:  
NOTIFY IN CASE OF EMERGENCY:

\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (Phone #)

**NOTICE REGARDING BACKGROUND INVESTIGATION**

A background check may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness.

**AUTHORIZATION**

By signing below, I, \_\_\_\_\_ hereby voluntarily authorize Michigantown Christian Church Preschool to obtain any and all background checks needed when making decisions regarding my employment and/or continued employment at Michigantown Christian Church. I understand that I have rights under the Fair Credit Reporting Act.

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