

First Presbyterian Church
100 W. Church Circle
Kingsport, Tennessee 37660
(423) 245-0104

APPLICATION FOR EMPLOYMENT

TO ALL APPLICANTS:

1. Application must be completed in **FULL**. Use a **BLACK** pen or typewriter.

Position Applying for: _____ Date: _____

1. PERSONAL DATA

Name _____ Social Security No. _____

Address _____

Telephone _____

Are you legally authorized to be employed in the United States? Yes ___ No ___

2. EDUCATIONAL RECORD

School	Name and Location	Years Attended	Degree	Major Subject
High School				XXXXXXXX XXXXXXXX
Vocational, Technical or Business School				
College or University				

3. EMPLOYMENT HISTORY

List ALL previous employment. List most recent or current employment first.

Dates Mo./Yr.	Name of Employer & Address	Wage Rate	Position or Duties	Reason for Leaving
From		\$ per		
Present				
From				
To				
From				
To				
From				
To				
From				
To				

4. Work Interests and Qualifications

A. Discuss briefly the specific types of work in which you are most interested and/or experienced. List all special skills you may possess or are qualified to operate. (i.e. computer and keyboarding skills, commercial driver's license, etc.)

B. Write a paragraph below describing why you desire to work at First Presbyterian.

5. References

List 4 references below. Please do not include relatives or current employers.

Name	Title /Company	Address	Phone

6. Authorization

I hereby authorize the church to obtain information from my previous employers, schools, references and such other sources as the church determines to be necessary in connection with my employment. I understand that falsification of any information submitted to the church by me for employment consideration will be sufficient cause for cancellation of the application or may result in disciplinary action (including termination of employment) if I am employed by the church.

Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing of your application which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.

Date _____ Signature of Applicant _____