

**First Congregational Church
United Church of Christ
2201 – 7th Avenue
Moline, IL 61265**

Application for Employment

This application is designed to provide information for evaluating your suitability for employment. It is not intended to be, or to be construed as, a contract of employment.

Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: (_____) _____
Second Phone: (_____) _____
E-Mail: _____
Social Security Number: _____
Driver's License Number and Issuing State: _____
Position applied for: _____
Date: _____

Educational Record

High School:

- a. Name and location: _____
- b. Years attended: _____
- c. Graduate? _____ When? _____

College:

- a. Name and location: _____
 - b. Years attended: _____
 - c. Graduate? _____ When? _____
 - d. Degree and area of emphasis: _____
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Other higher education: _____

Are you in school now? _____

Do you plan to return to school? _____

When and where? _____

Employment History

Starting with your current or most recent employer, please provide the following:

Employer Name and Address: _____

Phone Number: _____

Dates Employed: _____

Job Title/Type of Work performed: _____

Compensation: _____

Reason for leaving: _____

Immediate Supervisor: _____

May we contact for reference? _____

Employer Name and Address: _____

Phone Number: _____

Dates Employed: _____

Job Title/Type of Work performed: _____

Compensation: _____

Reason for leaving: _____

Immediate Supervisor: _____

May we contact for reference? _____

Employer Name and Address: _____

Phone Number: _____

Dates Employed: _____

Job Title/Type of Work performed: _____

Compensation: _____

Reason for leaving: _____

Immediate Supervisor: _____

May we contact for reference? _____

Employer Name and Address: _____

Phone Number: _____

Dates Employed: _____

Job Title/Type of Work performed: _____

Compensation: _____

Reason for leaving: _____

Immediate Supervisor: _____

May we contact for reference? _____

Please explain any gaps in your employment other than those due to illness, injury, or disability: _____

Have you ever been fired or asked to resign from a job? If so, please explain: _____

Please summarize your skills, knowledge, and experience which would help you perform the position for which you are applying: _____

List special accomplishments, awards, continuing education, life experiences, etc. which relate to the work you are applying to do: _____

References

Please list the names, telephones numbers, and addresses of three people not related to you and not former supervisors, who may be called at this time. Include the number of years each reference has known you, and the relationship (friend, former co-worker, etc.): _____

Applicant Statement

I certify that all of the information I have provided in order to apply for and secure work with First Congregational Church is true, complete, and accurate.

I authorize, without reservation, First Congregational Church, its employees and representatives, to contact and obtain information from all references, personal and professional, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding First Congregational Church, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information in a lawful manner in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that First Congregational Church does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and First Congregational Church reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge, whenever it is discovered.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature: _____

Printed Name: _____

Date: _____