

Application for Employment

Please fill out completely legibly in ink. If you need assistance in completing the application, please let us know so that we can arrange reasonable accommodations.



Date of Application _____

Personal

Name: last _____ first _____ middle _____

Current Address _____

Day Phone Number () _____ Evening Phone Number () _____

Position(s) Desired 1) _____ 2) _____

Are you legally authorized to work in the United States? yes no

Are you 18 years or older? yes no If not over 18, how old are you? 14/15 years old 16/17 years old

Have you applied here before? yes no What are your salary requirements? please indicate: _____

How did you hear about the Congregational Summer Assembly? _____

Do you have any friends or relatives working here? yes no

If yes, please list. _____

Have you ever been convicted of a crime, excluding traffic violations? yes no

If yes, please give date, city and nature of offense. _____

(The existence of a criminal record will not necessarily disqualify you from employment consideration.)

Date Available for work _____ Total hours available per week _____

Circle days available to work. Mon Tues Wed Thurs Fri Sat Sun

Type of hours: full time part time seasonal/summer

Will you work overtime if necessary? yes no

Are there any days or hours you are unable or unwilling to work? If so, please indicate below.

Do you have reliable transportation to and from work? _____

Why do you want to work here? _____

Education

Check the highest level of education completed: High School Diploma or GED: yes no current student

College: Associates BA/BS M.A. Other: _____

Please list schools attended starting with the most recent.

<u>School</u>	<u>Address</u>	<u>Degree and Area of Study</u>
_____	_____	_____
_____	_____	_____

Skills and other related Experience

What skills and experience do you have in the following areas? Please check.

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Computers | <input type="checkbox"/> Lifeguard |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Food Service/Restaurant | <input type="checkbox"/> Office |
| <input type="checkbox"/> Customer Service | |

Other: _____

Work History

Please begin by listing your **most recent employer first**. Please complete in full. You may also attach a resume and include military service and verifiable volunteer work.

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Pay: \$ _____ Ending Pay: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous manager for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Pay: \$ _____ Ending Pay: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous manager for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Pay: \$ _____ Ending Pay: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous manager for a reference? YES NO

References

Please list three people we may contact – do not include immediate relatives or former employers.

Name and email address: _____

Phone number () _____ Occupation _____

Years known _____ How do you know this person? _____

Name and email address: _____

Phone number () _____ Occupation _____

Years known _____ How do you know this person? _____

Name and email address: _____

Phone number () _____ Occupation _____

Years known _____ How do you know this person? _____

Signature

Read completely before signing

I understand that the receipt of this application does not imply that I will be employed.

I represent that all of the information given by me in support of my application is true and complete to the best of my knowledge. Upon signing this application, I understand that I will be subject to immediate dismissal or refusal to hire at any time if Congregational Summer Assembly (CSA) discovers that I have omitted, misstated or falsified information on this application or at any time during the hiring process.

I authorize CSA and its representatives to verify any of the information on this application and other documentation that I have provided, which may include prior employment records, education, consumer credit, criminal convictions, motor vehicle history and other reports. I authorize all previous employers and other persons who have information about me to release such information as is required. I hereby release CSA and any representatives of CSA from all claims or liabilities whatsoever as a result of any such inquiries and disclosures.

I understand that all employees of CSA are at will, and that either party may terminate the employment relationship, with or without cause, at any time. Neither this application, or any other documents given to me, is intended to create an express or implied contract of employment for a definite term.

I agree that I shall be bound by the rules, policies and regulations of CSA should I be employed.

I certify that I have read and agree with the statements above.

Print Name _____

Applicant Signature _____

Date _____