



Canyon Hills Presbyterian Church Application for Employment

Canyon Hills Presbyterian Church ("the Church") is an equal opportunity employer dedicated to a policy of non-discrimination in employment practices. All applicants, including physically or mentally disabled, or disabled veterans, will receive consideration for employment without regard to sex, age, race, color, religion, or national origin. Canyon Hills Presbyterian Church supports a drug-free workplace.

Name: _____ Date: _____

Address: _____

Phone: Home: _____ Cell: _____

If hired, can you furnish proof that you are at least 18 years of age? Yes No

If hired, can you present evidence of your legal right to work in the United States? Yes No

Have you ever plead guilty or "no contest" to, or been convicted of, a misdemeanor or felony? Yes No

If yes, please provide details:

Position Desired: _____

If the position you are applying for requires driving, please complete the following:

Driver's License # _____ State: _____ Expiration: _____

Are you able to satisfactorily perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

Employment History

Company: _____ Address: _____

Position: _____ From: _____ To: _____

Reason for Leaving: _____

Company: _____ Address: _____

Position: _____ From: _____ To: _____

Reason for Leaving: _____

Skills and Other Experiences (add lines as needed)

Job Related Professional Organizations

Education

High School: _____ Graduated: Yes No

College: _____ Graduated: Yes No

Course of Study/ Degree: _____

Graduate School: _____ Graduated: Yes No

Course of Study/ Degree: _____

References

Name: _____ Position: _____ Phone: _____

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Questions: (please answer on a separate sheet, 250 words or less per question)

1. What interests you about this particular internship?
2. What involvement have you had in the past year with a worshipping community or faith based organization? Have you assumed a leadership role within that entity?
3. What activities have you participated in the past year that has helped you grow in your spiritual maturity?
4. The stated purpose of this internship includes exploring career opportunities that relate to professional ministry, social work or counseling. How will this internship aid you in your anticipated vocation?

APPLICANT STATEMENT & ACKNOWLEDGEMENT

Please read this section carefully. It affects your legal rights. Please ask any questions *before* you sign. In exchange for consideration of this employment application:

1. I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed, whenever or however discovered.

2. I understand that the Church may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

3. I further understand that the Church may contact my previous employers and I authorize those employers to disclose to the Church all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Church, and release them from any and all liability, claims, or damages that my directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal and/or business references to provide the Church with any pertinent information they may have regarding myself.

4. In the event of my employment to a position in this Church, I will comply with all rules and regulations of this Church. I understand that the Church reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examinations and related tests to the Church. I also understand that I may be required to take other tests such as personality and honesty tests, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

5. If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by the Church (employer) at any time and for any reason whatsoever, with or without good cause at the option of either the Church or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the Senior Pastor of the Church (or the Human Resources Elder of the Church). No representative of the Church, other than the Senior Pastor or the Human Resources Elder, has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between the Church and the employee regarding the rights of the Church or employee to terminate employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and the Church.

6. I understand and agree that I am obligated to return, in its original condition, any and all Church property of any sort within my possession or control upon any demand by Canyon Hills Presbyterian Church. If I fail to do so upon demand, the fair market value of same may be withheld. I specifically hereby authorize Canyon Hills Presbyterian Church to withhold, said fair market value from any compensation due me, consistent with all applicable laws.

I hereby acknowledge that I have read the above statements and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE APPLICANT STATEMENT & ACKNOWLEDGEMENT IN ITS ENTIRETY.
