

# First Presbyterian Church

of La Crosse, Wisconsin

## Employment Application

First Presbyterian Church, is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of this Church to provide employment compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability or any other basis prohibited by federal or state law. As an equal opportunity employer, the First Presbyterian Church intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

Position Applied For: \_\_\_\_\_

Full Time       Part Time

If Part Time what days and hours are you available? \_\_\_\_\_

Date available to start: \_\_\_\_\_

Salary requirement: \_\_\_\_\_

Name:

\_\_\_\_\_

First

Middle

Last

Address:

\_\_\_\_\_

Number

Street

City

State

Zip Code

Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Are you at least 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a United States citizen or do you have an entry permit which allows you to lawfully work in the United States Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

A conviction does not indicate an automatic bar to employment, but will be considered as it relates to the position for which you are applying for.

Have you ever been employed by First Presbyterian Church? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide dates of employment \_\_\_\_\_

## Education and Training:

School Attended:

**High School**

**Technical**

**College**

**Other**

School Name &  
Address:

Circle Last Year  
Completed  
Diploma/Degree  
Year Graduated

Major Course(s)  
of Study

Other Post High  
School Courses  
Completed

	High School	Technical	College	Other
School Name & Address:				
Circle Last Year Completed Diploma/Degree Year Graduated	1 2 3 4	1 2	1 2 3 4	1 2 3
Major Course(s) of Study				
Other Post High School Courses Completed				

Specialized Training, Skills or experience related to this position: List any special skills or qualification which you feel are relevant to the job for which you applying, i.e. Typing, Word Processing, Computer training, Miscellaneous training, Life guard, etc.:

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# Employment History

Please give accurate and complete information. Start with present or most recent employer.

Company Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Employed From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Name of Supervisor \_\_\_\_\_ Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

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Company Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Employed From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Name of Supervisor \_\_\_\_\_ Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

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Company Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Employed From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Name of Supervisor \_\_\_\_\_ Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

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## References:

May we communicate with your present employer? Yes \_\_\_\_ No \_\_\_\_

List three people (no relatives) you have worked with and whom we may contact for a reference.

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Name	Address	Telephone
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Name	Address	Telephone
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Name	Address	Telephone
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I HEREBY CERTIFY that the answers given by me to above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to First Presbyterian Church. I have read, understand and agree to the above statement.

I understand that this application will remain on file for 60 days for consideration. After 60 days, if I am still interested in position with First Presbyterian Church, it will be necessary for me to complete a new application form.

**SIGN HERE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_