

APPLICATION FOR EMPLOYMENT
Oro Valley Church of the Nazarene (OVCN)
500 W. Calle Concordia
Oro Valley, AZ 85704
jeannie@ovcn.church

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, results of genetic testing or other protected classifications. Please carefully read and answer all questions. You may attach a résumé, but all questions must be answered.

I. PERSONAL INFORMATION

Name: _____ Sex: ☐ M ☐ F
Last First Middle Preferred Name

Mailing Address: _____

Physical Address: _____ Marital Status: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Email Address: _____

II. PERMANENT CONTACT PERSON

Name: _____ Relationship: _____

Mailing Address: _____

Home Phone: _____ Business Phone: _____ Mobile Phone: _____

III. EMPLOYMENT INFORMATION

Position applying for: _____ Date available for work: _____

Type of employment: ☐ Full Time ☐ Part Time ☐ Temporary

What days and hours if part-time? Days _____ Hours _____
From () AM () PM To () AM () PM

Please write a short paragraph telling how you became a Christian: _____

Do you attend OVCN? [] No [] Yes – If yes, for how long? _____

Are you a member of OVCN? [] No [] Yes – If yes, date joined: _____

Have you ever applied for a job with us before? [] Yes [] No

Have you ever worked for us before? [] Yes [] No

Have you ever been convicted of any crime other than a minor traffic violation? [] Yes [] No
If yes, state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? [] Yes [] No
If yes, explain _____

Does your present employer know of your plans to change employment? [] Yes [] No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material?) [] Yes [] No

Do you have steady transportation to work? [] Yes [] No

Are you legally authorized to work in the U.S.? [] Yes [] No

Referred to us by: _____

Are you able to perform the tasks explained to you in the description of the position for which you are applying, either with or without accommodation? [] Yes [] No

IV. EDUCATION

School	Years Completed	Degree Received & Major Subject	Name of School	Location	Did you Graduate?
High School					
Trade Bus. or Correspondence					
College					
Graduate School or Seminary					

Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying?

Are there any other experiences, skills, or qualifications you possess that you would like to make us aware of in regards to work with OVCN and the specific job you desire? (Feel free to attach a separate sheet describing these.)

V. PRIOR WORK RECORD

1) Name of Most Recent Employer: _____ Phone: _____
Address: _____ Date of Employment: From _____ to _____
Name and Position of Immediate Supervisor: _____ Starting Rate \$ _____
Your Position: _____ Ending Rate \$ _____
Duties: _____
Reason for leaving: _____

2) Name of Most Recent Employer: _____ Phone: _____
Address: _____ Date of Employment: From _____ to _____
Name and Position of Immediate Supervisor: _____ Starting Rate \$ _____
Your Position: _____ Ending Rate \$ _____
Duties: _____
Reason for leaving: _____

3) Name of Most Recent Employer: _____ Phone: _____
Address: _____ Date of Employment: From _____ to _____
Name and Position of Immediate Supervisor: _____ Starting Rate \$ _____
Your Position: _____ Ending Rate \$ _____
Duties: _____
Reason for leaving: _____

May we contact the employers listed above? _____ if not, indicate by "No."

Which one(s) do you wish for us NOT to contact? _____

VI. REFERENCES

Please list two references. *(Do not list relatives or previous supervisors.)*

Name: _____ Job Title: _____

Address: _____ Phone: _____ Relationship: _____

Name: _____ Job Title: _____

Address: _____ Phone: _____ Relationship: _____

I authorize Oro Valley Church of the Nazarene and its agents to contact any references or employers as listed on my application for employment to confirm the information which was supplied by me and/or obtain other material information about my employment. I authorize all references or employers to release any information about my qualifications. I also release any references or employers which provides information from any and all liability for providing that information.

I hereby confirm that all statements herein are true and correct to the best of my knowledge. I authorize this church and/or its agents to conduct whatever investigation it deems necessary to confirm statements submitted on this application. I understand that any false, misleading or incomplete statements herein may be cause for disqualification or dismissal, if employed. I understand that this application is not intended to be either a contract of employment or a guarantee of promotional opportunities.

I understand that just as I am free to resign at any time, the church and/or its agents reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the church has the authority to make any assurances to the contrary.

Should you be considered further as a candidate for employment, a background will be required. Drug screening may be required. Screening authorizations will be issued to you at that time.

Date: _____

Signature: _____

(Please Print Name)