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EMPLOYMENT APPLICATION

(Please type or print)

Valley Presbyterian Church is an equal opportunity employer and is interested in hiring and retaining the best-qualified personnel for the position regardless of race, color, national origin, religion, sex, age, veteran status, or disability.

General Information:

1. Name: Last _____ First _____ Middle _____

Other Names Used: _____

2. Social Security #: _____

3. Present Address: _____

City: _____ State: _____ Zip: _____

4. Mailing Address (if different): _____

5. Previous Address: _____ Time there: _____

City _____ State: _____ Zip: _____

6. Phone (incl. area code): Home _____ Work _____

7. Position Applied for: _____

8. Are you 21 years of age or older? Yes ___ No ___

9. Do you possess a valid Arizona Drivers' License? Yes ___ No ___

If Yes to above, what is your Drivers' License Number: _____

10. Have you ever been convicted of, or plead guilty to, a felony or misdemeanor?

Yes _____ No _____

If you answered Yes above, please explain the nature of the offense, date and location (A conviction will not necessarily disqualify an applicant from employment):

12. Are you legally eligible to work in the United States? Yes _____ No _____

13. Are you able to speak/read/write English fluently? Yes _____ No _____

14. Other languages that you are able to speak/write? _____

15. Are you a veteran? Yes _____ No _____ Years of Service _____

(Please be prepared to provide DD-214 or some verification of service)

16. Do you understand the essential qualifications of this position and believe that you are able to perform them as required? Yes _____ No _____

If you answered No to the above, please list any accommodations needed to enable you to perform in this position:

17. Is there any other general information that you feel is important in considering you for this position?

Education:

Please list educational background from most recent to least; including high school, trade schools, college or university and any other appropriate course work.

Institution	Location	Year(s) Attended	Year Graduated	Diploma or Degree

Certifications and Licenses:

Please list all certifications and licenses from most current to past

Certification	Certifying Agency	Year Certified	Expir. Date

Employment Experience:

Please list your last three (3) employers starting with the current or most recent experience including at least the last ten years (attach additional sheet as needed).

Employer _____
Address _____
Supervisor _____ Phone _____
Nature of Business _____
Dates of Employment _____
Current/Ending Salary _____
Position(s) Held _____
Reason for leaving _____

Employer _____
Address _____
Supervisor _____ Phone _____
Nature of Business _____
Dates of Employment _____
Current/Ending Salary _____
Position(s) Held _____
Reason for leaving _____

Employer _____
Address _____
Supervisor _____ Phone _____
Nature of Business _____
Dates of Employment _____
Current/Ending Salary _____
Position(s) Held _____
Reason for leaving _____

References:

Please furnish the names and addresses of two **personal** references to which you are not related.

Name _____
Address _____ Phone: _____
Name _____
Address _____ Phone: _____

Please summarize any additional special skills or qualifications that should be noted in considering you for employment with the Valley Presbyterian Church.

I authorize the Valley Presbyterian Church to make such investigations and inquiries of my personal, employment, educational, and other related matters, as may be necessary, for an employment decision. I hereby release employers, schools, or other persons from all liability in responding to inquiries in connection with my application.

I agree to willingly comply with completion of Valley Presbyterian Church required pre-employment evaluations/examinations to determine fitness for duty. I further agree to submit to alcohol and/or drug screening tests at any time prior to, or during my employment including unannounced testing, with or without reasonable suspicion.

In consideration of my employment, I agree to conform to the Valley Presbyterian Church policies, practices, rules/regulations and guidelines, which may be changed from time to time and without notice. I further agree that my employment and the terms and benefits provided to me are not intended to and do not constitute any contractual relationship, are for no definite period of time and are terminable by myself or the district with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual, at-will relationship.

In further consideration for my employment, I understand that there are other forms, statements and provisions that have to be completed and agreed to and those forms, statements and provisions are part of this application and will be included within my employment records.

I acknowledge that any offer of employment is conditional on background checks, drug screening (including alcohol).

By signing this application, I certify that my answers are true and complete to the best of my knowledge. Any false, misleading or omitted information in this application or any interview will be considered a basis for rejection of my application or dismissal.

Signature of Applicant

Date