



# EMPLOYMENT APPLICATION



First Presbyterian Church

1333 Third Street  
Napa, CA 94559-2998  
Phone (707) 224-8693  
FAX (707) 258-9160

Name \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is additional information relative to change of name, use of an assumed name or nick name necessary to enable reference checks regarding your work or employment record? If yes, please explain:

\_\_\_\_\_

Address \_\_\_\_\_  
Street and Residence Address City State Zip

Mailing address, if not same as above: \_\_\_\_\_

Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_ Do you possess a valid driver's license? \_\_\_\_

Have you previously applied for employment here? \_\_\_\_ If so, give date: \_\_\_\_\_

Have you previously been employed here? \_\_\_\_ If so, give date: \_\_\_\_\_

Are you presently employed? \_\_\_\_ If so, may we contact your employer? \_\_\_\_\_

Please respond to the following:

Are you available to work: Full time? \_\_\_\_ Substitute work? \_\_\_\_  
Part time? \_\_\_\_ Temporary? \_\_\_\_

Are you presently on lay-off and subject to recall? \_\_\_\_\_

Are you free to travel, if the job requires it? \_\_\_\_\_

On what date would you be available to begin work? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Conviction will not necessarily disqualify an applicant from employment. If your answer above is yes, please provide a brief explanation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employment Policies

Verification of your legal right to work within the United States of America is required upon employment.

The First Presbyterian Church of Napa, California does not discriminate on the basis of race, religious creed, color, national origin, physical or mental disability, medical condition, marital status, gender, sexual orientation or age.

Two Letters of Reference shall be included with each application. One letter shall be written by an employer or former employer who has supervised your work; the second letter may be written by any personal reference of your choice.

The ministry of First Presbyterian Church is enhanced through the language skills of its staff. Please indicate below which languages you speak, read or use (writing):

|        | Language | Speak | Read  | Write |
|--------|----------|-------|-------|-------|
| Fluent | _____    | _____ | _____ | _____ |
| Good   | _____    | _____ | _____ | _____ |
| Fair   | _____    | _____ | _____ | _____ |

Education

Highest grade completed: High School: \_\_\_\_\_ Location \_\_\_\_\_

| <u>College/University Attended</u> | <u>Dates</u> | <u>Degree</u> | <u>Major</u> | <u>Minor</u> |
|------------------------------------|--------------|---------------|--------------|--------------|
| _____                              | _____        | _____         | _____        | _____        |
| _____                              | _____        | _____         | _____        | _____        |
| _____                              | _____        | _____         | _____        | _____        |

Other schooling, courses, certificates or special qualifications:

Honors Received: \_\_\_\_\_  
\_\_\_\_\_

Work Experience (List present/most recent employer first. If more space is needed, attach another sheet:

| <u>From-To</u> | <u>Employer</u> | <u>Position</u> | <u>Brief reason for leaving</u> |
|----------------|-----------------|-----------------|---------------------------------|
| _____          | _____           | _____           | _____                           |
| _____          | _____           | _____           | _____                           |
| _____          | _____           | _____           | _____                           |