

Application for Employment
Community of Christ

Heart of Texas & Coastal Bend Mission Centers

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Heart of Texas or Coastal Bend Mission Centers.

Name:	Date:
Position(s) applied for:	Salary Desired:
Address:	
(Street City State Zip)	
Telephone: () -	E-mail Address:

Are you 21 years of age or older? Yes No
 If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes No

EDUCATION

Type	Name/Location	Course of Study	Years Completed	Degree/Diploma
High School				
University				
Technical or Other				

US MILITARY SERVICE	Rank and Type of Service
Branch of Service	
From to	Training/Experience Received

EMPLOYMENT HISTORY

Please provide all employment information for your past employers starting with the most recent.

Employer Name and Address	Position Held
Employer: Address: Immediate supervisor and title: Dates employed: from to Reason for leaving:	Telephone #: () - Starting Salary: Ending Salary:
Employer: Address: Immediate supervisor and title: Dates employed: from to Reason for leaving:	Telephone #: () - Starting Salary: Ending Salary:
Employer: Address: Immediate supervisor and title: Dates employed: from to Reason for leaving:	Telephone #: () - Starting Salary: Ending Salary:

(Continue list on separate paper if necessary.)

Do we have your permission to contact your current/previous employers? Yes No

OTHER SKILLS AND QUALIFICATIONS:

Summarize any training (including computer programs you feel competent using), skills, licenses, certificates, and/or other qualifications relevant to the position:

PERSONAL REFERENCES (Do Not Include Relatives)				
Name	Telephone	Address	Occupation	Yrs Known
	() -			
	() -			
	() -			
	() -			
How Were You Referred?				
Do You Have Any Relatives Who Are Employed By Community of Christ? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please Specify:				
Is there any information we would need about your name, or use of another name, for us to be able to check your work record? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please Specify:				
Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc.				
Have you ever been convicted of any offense against the law or are you now under charges for any offense against the law? <input type="checkbox"/> Yes <input type="checkbox"/> No. If your answer is yes, please give details. NOTE: A conviction does not automatically mean you cannot be considered for employment. However, any misrepresentations, omissions, or falsifications will result in your application being rejected.				
Have you ever been employed by any jurisdiction of Community of Christ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and where and give the name of your supervisor:				
Are you a Community of Christ Registered Youth and Children Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you willing to complete the application to become a Registered Youth and Children Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No				
APPLICANT'S STATEMENT				
I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Heart of Texas and/or Coastal Bend Mission Centers. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.				
I understand this application will be active for a period of at least six months; after that time, if I wish to be considered for employment, I must submit a new application.				
I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.				
I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.				
Your Signature:			Date:	

Return completed application:

US Mail
 Joseph Postnikoff
 P.O. Box 1928
 Fort Worth, Texas 76101

Email
jpostnikoff@postnikofflaw.com