

# Application for Employment



FIRST PRESBYTERIAN  
CHURCH OF TULSA

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Cellular/Other Phone # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Referral Source (Please check the appropriate category and list the source.)

Walk-in \_\_\_\_\_  Employee \_\_\_\_\_

Advertisement \_\_\_\_\_  Church's Website \_\_\_\_\_

Other \_\_\_\_\_

If necessary, best time to call you is:  
 Home  Cellular/Other \_\_\_\_\_

May we contact you at work? . . . . .  Yes  No  
 If **yes**, work number and best time to call:  
 (\_\_\_\_) \_\_\_\_\_

If you are under 18 and it is required,  
 can you furnish a work permit? . . . . .  Yes  No  
 If **no**, please explain: \_\_\_\_\_

Have you submitted an application here before? . . .  Yes  No  
 If **yes**, give date(s) and position(s) \_\_\_\_\_

Have you ever been employed here before? . . . . .  Yes  No  
 If **yes**, give dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Is this application a request for reemployment following  
 an extended military leave of absence from this  
 company? . . . . .  Yes  No  
 If **yes**, additional information may be requested.

Are you legally eligible for employment in this  
 country? . . . . .  Yes  No

Dates available for work: \_\_\_\_\_

What is your desired salary range or hourly rate of pay?  
 \$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  
 Seasonal  Temporary  Educational Co-Op

Will you travel if job requires it? . . . . .  Yes  No

If they have been explained to you, are you able to meet the  
 attendance requirements of the position?  N/A  Yes  No

Will you work overtime if required? . . . . .  Yes  No  
 If **no**, please explain \_\_\_\_\_

Are you able to perform the "essential functions" of the job  
 for which you are applying (with or without reasonable  
 accommodation)?  
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes  No  Need more information about the job's  
 "essential functions" to respond

Driver's license number required if driving may be required in the  
 job for which you are applying:  
 \_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? . . . . .  Yes  No

Have you ever pleaded "guilty" or "no contest" to  
 or been convicted of a crime? . . . . .  Yes  No  
Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation rehabilitation and position applied for will be taken into account.  
**NOTE: You are not obligated to disclose convictions that have been sealed.**

If **yes**, please provide date(s) and details \_\_\_\_\_

Have you entered into an agreement with any former employer or  
 other party (such as a noncompetition agreement) that might, in  
 any way, restrict your ability to work for First Presbyterian Church?  
 Yes  No  
 If **yes**, please explain \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer		Telephone # ( )	Dates employed: _____ to _____ Month/Year Month/Year
Street address		City State	Compensation (Starting)
Starting job title/final job title			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Commission/Bonus/Other Compensation \$ _____ per _____
Why did you leave?	E-mail		Compensation (Final)
Summarize the type of work performed and job responsibilities			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
			Commission/Bonus/Other Compensation \$ _____ per _____
Employer		Telephone # ( )	Dates employed: _____ to _____ Month/Year Month/Year
Street address		City State	Compensation (Starting)
Starting job title/final job title			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Commission/Bonus/Other Compensation \$ _____ per _____
Why did you leave?	E-mail		Compensation (Final)
Summarize the type of work performed and job responsibilities			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
			Commission/Bonus/Other Compensation \$ _____ per _____
Employer		Telephone # ( )	Dates employed: _____ to _____ Month/Year Month/Year
Street address		City State	Compensation (Starting)
Starting job title/final job title			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Commission/Bonus/Other Compensation \$ _____ per _____
Why did you leave?	E-mail		Compensation (Final)
Summarize the type of work performed and job responsibilities			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
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Employer		Telephone # ( )	Dates employed: _____ to _____ Month/Year Month/Year
Street address		City State	Compensation (Starting)
Starting job title/final job title			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Commission/Bonus/Other Compensation \$ _____ per _____
Why did you leave?	E-mail		Compensation (Final)
Summarize the type of work performed and job responsibilities			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
			Commission/Bonus/Other Compensation \$ _____ per _____

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. \_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job? .....  Yes  No  
 If **yes**, please explain: \_\_\_\_\_

## Skills and Qualifications

Summarize any special training skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

**Computer skills** (Check appropriate boxes. Include software titles and years of experience.)

- |   |  |
|---|--|
| <input type="checkbox"/> Word Processing _____ Years: _____ | <input type="checkbox"/> Internet _____ Years: _____ |
| <input type="checkbox"/> Spreadsheet _____ Years: _____     | <input type="checkbox"/> Other _____ Years: _____    |
| <input type="checkbox"/> Presentation _____ Years: _____    | <input type="checkbox"/> Other _____ Years: _____    |
| <input type="checkbox"/> E-mail _____ Years: _____          | <input type="checkbox"/> Other _____ Years: _____    |

## Educational Background

Starting with your most recent school attended, provide the following information:

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List names and telephone numbers of three business/work references who are **not** related to you or are not previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-mail	# Years Known

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude membership that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Office Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Is there any other job-related information you want us to know about you? \_\_\_\_\_

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by First Presbyterian's Chief Operating Officer.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I also understand that if I am hired, a background check will be required.

**First Presbyterian Church of Tulsa, Oklahoma, does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. First Presbyterian Church of Tulsa, Oklahoma, does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demeans, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). First Presbyterian Church of Tulsa, Oklahoma, takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_