

# Life Spring Community Church

Human Resources Office  
5384 Kazuko Court, Suite B  
Moorpark, CA 93021  
(805) 523-0050  
Fax: (805) 523-0577

APPLICANT'S NAME

DATE OF APPLICATION

LAST

FIRST

MIDDLE

## EMPLOYMENT APPLICATION

*Complete all sections of application, Any mis-statement contained in this application will be cause for rejection of the application, or termination. Copies of transcript of college courses may be requested. Employment is contingent upon meeting employment eligibility requirements as defined by Title VIII, U.S. Code section 1324A of the INS.*

### PERSONAL INFORMATION

**PLEASE PRINT**

Address \_\_\_\_\_  
Street City State Zip Code

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Business Telephone (\_\_\_\_\_) \_\_\_\_\_ Message Telephone (\_\_\_\_\_) \_\_\_\_\_

Social Security No. \_\_\_\_\_ U.S. Citizen?  Yes  No If No, Alien Registration No. \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ (If Yes, complete record of conviction form)

Who suggested you apply with Life Spring Community Church? \_\_\_\_\_  
Name Association

Relatives involved in this Church? \_\_\_\_\_  
Name Relationship Position

### WORK INTEREST

POSITION PREFERRED

TYPE OF EMPLOYMENT

Full-time  Part-time  Intern  Volunteer

DATE AVAILABLE TO BEGIN WORK

Do you have any special experiences, skills, or qualifications which you believe would especially contribute to the job applied for and to the Church? \_\_\_\_\_

If necessary, would you be willing to work nights? \_\_\_\_\_ Weekends? \_\_\_\_\_ Overtime? \_\_\_\_\_ rotating assignments? \_\_\_\_\_

What hours would you prefer to work? \_\_\_\_\_

### EDUCATION

Type of School	Name and Address of School	Courses Majored in	Degree, Hours, or Units Completed	Graduate		Dates Attended	
				Yes	No	From	To
High School							
College							
College							
Business or Trade School							
Corresp. or Night School							
Other							

## EXPERIENCE

*List below the names of all your employers, including military. Begin with the most recent. Attach additional sheets if necessary.*

a. Employer's Name b. Address c. Telephone No.	Time Employed				Title	Starting Salary	Leaving Salary	Reasons for Leaving	Reported to a. Name b. Title
	From		To						
	Mo	Yr.	Mo	Yr.					
1. a. b. c.									a. b.
2. a. b. c.									a. b.
3. a. b. c.									a. b.
4. a. b. c.									a. b.
5. a. b. c.									a. b.
6. a. b. c.									a. b.

Time lost last year due to accident or illness? \_\_\_\_\_ Nature of accident or illness? \_\_\_\_\_

Indicate by number \_\_\_\_\_ any of the above employers you do not wish us to contact. Have you ever been bonded? \_\_\_\_\_

On what jobs were you bonded? \_\_\_\_\_ Other name(s) under which you may have been employed? \_\_\_\_\_

## SKILLS

Typing Speed \_\_\_\_\_ net wpm       Shorthand or Speedwriting Speed \_\_\_\_\_ net wpm       Keypunch Rate \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Other Licenses \_\_\_\_\_

Office Machines proficient with \_\_\_\_\_ Do you operate a 10-Key      by touch       by sight

Other equipment operated \_\_\_\_\_

Apprenticeship Completed     Yes     No      Journeyman     Yes     No      Which Trade(s) \_\_\_\_\_

## REFERENCES

<i>Name (not former employer or relatives)</i>	<i>Address</i>	<i>Telephone</i>

*I hereby declare that all information given by me in this application is true and complete to the best of my knowledge. I authorize Life Spring Community Church to verify such information and to contact any reference given by me should I be considered for employment. I further agree to abide by all Church regulations, policies and procedures.*

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)