

First Presbyterian Church, Houston

Employment Application

5300 Main Street • Houston, TX • 77004 • 713.620.6500 • www.fpchouston.org

Personal			
Last Name	First	Initial	Social Security Number
Other Name(s) Used	Email Address		Home Telephone ()
Address			Business or Cell Phone ()
Position Applied For	Referred By		Salary Desired
Have you ever interviewed with First Presbyterian Church or its ministry partners? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)	
Have you ever been employed by First Presbyterian Church or its ministry partners? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)	
Do you have any relatives employed by First Presbyterian Church or its ministry partners? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		If under 18, do you have a work permit?	

Education				
Circle Highest Grade Completed:				
High School	9	10	11	12
College, Trade or Business	1	2	3	4
Graduate Studies	_____			
School	Address	Major Studies	Degree, Diploma, License or Certificate	
High School				
College/University				
Vocational, Business, Other				
List Any Professional Affiliations				
Other Special Knowledge, Skills or Qualifications				

Employment History

List your last four employers, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

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Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

For Clerical Applicants Only

Do you type? Yes No If yes, WPM:

Computer Skills (Hardware/Software)

General

Yes No

May we contact your current employer for references?

Have you ever been convicted of a crime, other than a misdemeanor in the last five (5) years?

If so, when, where and disposition of offense _____

Person to contact in case of emergency _____

Relationship _____ Phone _____

Certification & Authorization

The above information is true and correct. I understand that, in the event of my employment by First Presbyterian Church, Houston, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize First Presbyterian Church, Houston to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the church and will hold the church and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize First Presbyterian Church, Houston to obtain any credit and consumer information.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with First Presbyterian Church, Houston is intended to create an employment contract between myself and First Presbyterian Church, Houston under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or First Presbyterian Church, Houston at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date



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