

KLAMATH FALLS GOSPEL MISSION

APPLICATION FOR EMPLOYMENT

Personal Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street Apt/Unit #

City State ZIP

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____ Desired Salary: _____

Position Applying For: _____

Are you a citizen of the United States? Yes: _____ No: _____

If NO, are you authorized to work in the U.S.? Yes: _____ No: _____

Have you ever worked for this Company? Yes: _____ No: _____

If YES, when? _____

Have you ever been convicted of a felony? Yes: _____ No: _____

If selected for employment are you willing to submit to a pre-employment drug screening test?

Yes: _____ No: _____

Education

High school: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting salary: _____ Ending salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting salary: _____ Ending salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting salary: _____ Ending salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Acknowledgement and Authorization

PLEASE INITIAL

_____ I certify that all answers given herein are true and complete to the best of my knowledge.

_____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

_____ In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.

Signature: _____ Date: _____

Interviewed By: _____ Date: _____

APPLICANT=DO NOT WRITE BELOW THIS LINE

REMARKS: _____

Neatness _____ Character _____

Personality _____ Ability _____

Hired _____ Position _____ Salary _____

Approved: _____

Executive Director

Manager