

**COMMON GRACE MINISTRIES**

Employment Application

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICANT INFORMATION		
Last Name:	First:	MI:
Street Address:		Apartment/Unit #:
City:	State:	Zip:
Phone:	Cell Phone:	Email:
Date Available:		Driver's License Number / State
Position Applied For:		
Are you a citizen of the United State? YES <input type="radio"/> NO <input type="radio"/>		If no, are you authorized to work in the U.S.? YES <input type="radio"/> NO <input type="radio"/>
Are you able to perform the essential functions of the job position with or without reasonable accommodation? YES <input type="radio"/> NO <input type="radio"/>		
Who referred you to Common Grace Ministries?		

EDUCATION & SKILLS	
<b>High School:</b>	Address:
Did you graduate? YES <input type="radio"/> NO <input type="radio"/>	Year of graduation:
<b>College:</b>	Address:
Did you graduate? YES <input type="radio"/> NO <input type="radio"/>	Degree Earned:
<b>College:</b>	Address:
Did you graduate? YES <input type="radio"/> NO <input type="radio"/>	Degree Earned:
<b>Other Training:</b>	Credential Earned:

Please indicate your experience and comfort level with the following skills. List any other skills that may be useful for the position you are seeking. Enter the number of years of experience, and circle the number which corresponds to your comfort Level for each particular skill. (1 represents less and 5 represents higher level of comfort.)

Skill:	Years of Experience:	Comfort / Rating:
<input type="radio"/> Ability to Engage the Underprivileged	_____	1 2 3 4 5
<input type="radio"/> Problem Solving & Decision Making	_____	1 2 3 4 5
<input type="radio"/> Management of Volunteers	_____	1 2 3 4 5
<input type="radio"/> General Office (Incl. Microsoft Office, multimedia)	_____	1 2 3 4 5
<input type="radio"/> Communication verbally / in writing	_____	1 2 3 4 5
<input type="radio"/> Organization of time, space and duties	_____	1 2 3 4 5
<input type="radio"/> Ability to Work Within a Team	_____	1 2 3 4 5
Other Skills: _____		
_____		

<b>EMPLOYMENT HISTORY (If currently retired, please list previous employers)</b>	
<b>Company:</b>	Phone: (    )
Address:	Supervisor:
Job Title:	May we contact your supervisor? YES <input type="radio"/> NO <input type="radio"/>
From:                      To:	Reason for Leaving:
Primary Responsibilities:	

<b>Company:</b>	Phone: (    )
Address:	Supervisor:
Job Title:	May we contact your supervisor? YES <input type="radio"/> NO <input type="radio"/>
From:                      To:	Reason for Leaving:
Primary Responsibilities:	

<b>Company:</b>	Phone: (    )
Address:	Supervisor:
Job Title:	May we contact your supervisor? YES <input type="radio"/> NO <input type="radio"/>
From:                      To:	Reason for Leaving:
Primary Responsibilities:	

<b>EMERGENCY CONTACT</b>	
<b>Full Name:</b>	Relationship:
Cell Phone: (    )	Alternate Phone: (    )

<b>REFERENCES: Please list three references who are not family members.</b>	
<b>Full Name:</b>	<b>Relationship:</b>
Company/Organization:	Phone: (     )
Address:	
<b>Full Name:</b>	<b>Relationship:</b>
Company/Organization:	Phone: (     )
Address:	
<b>Full Name:</b>	<b>Relationship:</b>
Company/Organization:	Phone: (     )
Address:	

<b>What gifts, skills, talents and abilities can you share with Common Grace Ministries, Inc.?</b>

<b>CERTIFICATION AND SIGNATURE:</b>	
<i>It is the policy of Common Grace Ministries, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.</i>	
<p>I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences immediate termination.</p> <p>I authorize Common Grace Ministries, Inc. to contact former employers regarding my employment. I authorize my former employers to fully and freely communicate information regarding my previous employment and attendance. I authorize those persons designated as references to fully and freely communicate information regarding my character and previous employment.</p> <p>I understand that Common Grace Ministries, Inc. is a Christ-Centered ministry and adheres to a statement of faith. I understand that by signing this application, I am indicating that I have read and will follow the statement of faith.</p>	
I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.	
<b>APPLICANT SIGNATURE</b>	<b>DATE</b>