# EMPLOYMENT APPLICATION

Christian Record Services, Inc. ("CRS") is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, age, national origin, disability, marital status, or other protected categories under state laws, regulations or local ordinances. CRS prohibits any form of workplace harassment. CRS hires Seventh-day Adventist church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.

Please complete all questions on this application form. You may supplement the application with a resume, if you desire, but all questions on this application must be answered.

# PERSONAL INFORMATION

|  |  |
| --- | --- |
| Last Name First Middle | Date |
| Have you ever used another name for work, school or other purposes? If so, identify name(s) and dates used and circumstances. | Home/Cell Telephone ( ) |
| Street Address | Work Telephone ( ) |
| City, State, Zip | Compensation Requested |
| Position(s) Applied for: (1) (2) | |
| Are you a member of the Seventh-day Adventist Church?  Yes  No If so, how long?  Local SDA church of which you are a member: Pastor: | |
| Are you legally authorized to work in the United States?  Yes  No | |
| Will you now or in the future require sponsorship for employment visa status?  Yes  No | |
| Have you previously applied with or been employed by CRS?  Yes  No  If employed: Month and Year  Reason for Leaving (check one):   Resigned with notice  Terminated  Position Eliminated   Quit without notice  Counseled to resign  Other (specify) | Are you at least 16 years of age?   Yes  No |
| What is your availability for work?  Full time  Part-time  Seasonal  Other  If none of the above, what hours/days can you work? | |
| Do you intend to engage in other work while employed by CRS?  Yes  No  If yes, please indicate employer, position and days/hours of the week employed. | |
| If your application is considered favorably, when can you begin work? | |
| Please state all languages (including English) that you speak, read and write proficiently:  Speak Read Write Comments:  English          | |

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School | Name and Location of School | Course of  Study | No. of Years  Completed | Did you  Graduate? | Degree or Diploma |
| High School |  |  |  |  Yes   No |  |
| Business/Technical |  |  |  |  Yes   No |  |
| College |  |  |  |  Yes   No |  |

**EMPLOYMENT**

## Provide complete information on all employment (full-time and part-time) during **the *past 10 years or 5 employers***, whichever is greater. Begin with your current or most recent employment. Include full-time, part-time and temporary employment. Explain all gaps in your employment history. Use additional sheets if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Current or most recent Employer | | | | Telephone ( ) | |
| Address | | | | Dates of employment From | To |
| Name of Supervisor | | | | Compensation Start | End |
| Job Title and Describe Your Work | | | | | |
| Reason for Leaving (check one): |  Resigned with notice   Quit without notice |  Terminated   Counseled to resign |  Position Eliminated   Other (specify) | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2 | Prior Employer | | | | Telephone ( ) | |
| Address | | | | Dates of employment From | To |
| Name of Supervisor | | | | Compensation Start | End |
| Job Title and Describe Your Work | | | | | |
| Reason for Leaving (check one): |  Resigned with notice   Quit without notice |  Terminated   Counseled to resign |  Position Eliminated   Other (specify) | |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 3 | Prior Employer | | | | Telephone ( ) | |
| Address | | | | Dates of employment From | To |
| Name of Supervisor | | | | Compensation Start | End |
| Job Title and Describe Your Work | | | | | |
| Reason for Leaving (check one): |  Resigned with notice   Quit without notice |  Terminated   Counseled to resign |  Position Eliminated   Other (specify) | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | Prior Employer | | | | Telephone ( ) | |
| Address | | | | Dates of employment From | To |
| Name of Supervisor | | | | Compensation Start | Last |
| Job Title and Describe Your Work | | | | | |
| Reason for Leaving (check one): |  Resigned with notice   Quit without notice |  Terminated   Counseled to resign |  Position Eliminated   Other (specify) | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5 | Prior Employer | | | | Telephone ( ) | |
| Address | | | | Dates of employment From | To |
| Name of Supervisor | | | | Compensation Start | End |
| Job Title and Describe Your Work | | | | | |
| Reason for Leaving (check one): |  Resigned with notice   Quit without notice |  Terminated   Counseled to resign |  Position Eliminated   Other (specify) | |  |

Have you ever been terminated from employment or asked/counseled to resign by ***any*** employer whether or not listed above?  Yes  No

If yes, please provide employer, location, dates and describe circumstances.

# SPECIALIZED SKILLS

List all specialized skills you possess and equipment or computer programs which you operate proficiently:

Skills

Equipment/Programs

**PROFESSIONAL REFERENCES**

Please provide three professional/work references (no family or friends).

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Telephone Number | Address | Relationship to You |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

# ADDITIONAL INFORMATION

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Provide any additional information you believe will assist CRS in considering your application, including membership in professional or civil organizations, specialized training, apprenticeships or other qualifications.

**APPLICATION AND HIRING PROCESS**

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**This application will only be considered for the vacancies listed by the applicant. Applicants desiring to be considered for other positions must submit a new application for each position desired. CRS may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by CRS.**

**CRIMINAL HISTORY/CHILD PROTECTIVE INFORMATION**

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If you are among the final candidates being considered for a position, you will be asked to answer questions regarding any past criminal history and be screened by the current Seventh-day Adventist Church child protective screening, which includes a background check requirement. Results received from the background check requirement may prevent you from being further considered for or continuing employment with Christian Record Services, Inc.

I consent to the current Seventh-day Adventist Church child protective screening and background check requirements.

**APPLICANT VERIFICATION**

I verify that this application was completed by me and that all of the information provided on this employment application, resumés and other materials submitted to Christian Record Services, Inc. are true, correct and complete. I understand that false, misleading, incomplete or omitted information on this application, exhibits or resumés will result in rejection of my application or termination, if hired, regardless of the date of discovery. **By signing this application, I authorize all persons and organizations, including but not limited to my former and present employers and personal references, to provide CRS and its agents with complete information they may have concerning my character, employment record and suitability for employment with CRS.** If CRS conducts a consumer report or background check about me under the Fair Credit Reporting Act, I will receive a separate notice and authorization for that report.

I understand that this application is not an offer of employment or a contract with CRS. I understand that employment with CRS is “at will” and based on mutual consent. Either CRS or I can cease the employment relationship at any time with or without prior notice or requirement of cause. I understand that no employee of CRS, other than the President, is authorized to enter into any contract or create any employment relationship other than "at will."

I understand that if I am hired by CRS, I will be required to complete a Federal I-9 Form and provide documentation verifying my right to live and work in the United States.

Any conditional employment offer by CRS is subject to my successful completion of all employment prerequisites, including but not limited to verifying employment references and certification/credential (where appropriate) and criminal background, Seventh-day Adventist Church child protective screening and/or credit checks.

If hired by CRS, I will comply with all policies, rules, codes and procedures that may apply to my position and employment.

Date Applicant Signature