



Employment Application: (Should be completed and submitted with Resume)

Verndale Family Life Church (VFLC) & Verndale Area Christian Academy (VACA)

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Days available to work: _____

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 yes, explain: _____

Education if not on resume

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References if not on resume

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment if not on Resume

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

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, explain: _____

Long Term Goals

Briefly Describe
your Long term
goals:

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize Verndale Family Life Church to conduct a reference check so that a hiring decision may be made. Verndale Family Life Church may contact the schools I have attended for the release of my educational records including transcripts, disciplinary actions, and verification of attendance. This information should be released in the same manner as would be permitted if I presented myself for this purpose, and I agree to hold harmless any agency, employer, institution, organization, or individual for release of information. If unable to verify any reference stated on this application, it is my responsibility to furnish the necessary documentation.
If accepted for employment with Verndale Family Life Church, I agree to abide by all of policies and procedures. If employed, I understand that I may terminate my employment at any time without notice or cause. In consideration of my employment, I agree to conform to the rules and regulations of the Employer. I understand that no representative of the Employer, other than the Pastor & Curch board, has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to this policy. If employed, I understand that my employment is for no definite period of time and, if terminated, the Employer is liable only for wages and salary earned as of the date of termination*

Signature: _____ Date: _____