



## Application for Employment

*Please fill out **ALL** information on the enclosed form. **Incomplete applications will not be considered.***

<b>Date:</b>	<b>Name: (Last, First, Middle)</b>		
<b>Mailing Address:</b> (Street) (Apartment #) (City) (State) (Zip Code)			
<b>Phone:</b>	<b>Email:</b>		
<b>Do you have the legal right to work in the United States?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Are you at least 18 years of age?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Do you have any relatives employed by/on the board of VINE Faith in Action?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, whom? _____	
<b>Have you ever been dismissed or forced to resign a position?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>How did you learn about this job for which you are applying?</b>	<b>Do you have a valid driver's license?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Have you ever been previously employed by VINE?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, date of hire/title:		<b>Available Start Date:</b>	
<b>Position Applying For:</b>	<b>Type of Employment You're Seeking:</b> Full-time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		
<b>Education Background:</b> Indicate all levels of education you have completed.		<input type="checkbox"/> Less than high school <input type="checkbox"/> HS Grad <input type="checkbox"/> Some college <input type="checkbox"/> Some graduate school	<input type="checkbox"/> 2 year college <input type="checkbox"/> Technical school <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree
<b>Education:</b>	<b>Type of Degree</b>	<b>Major/Minor</b>	
Name      Location			
List any relevant registrations, licenses or certifications you have.			

**Work Experience:** Starting with your present or most recent employer, list prior work history. Attach other pages as necessary. **Provide explanation for any gaps in employment.**

<b>Present or more recent employer name</b>	Address, City, State
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Your supervisor's name	Supervisor's phone number
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Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
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Provide detailed summary below of all job duties / accomplishments:

May we contact your current and previous employers prior to a job offer?  YES  NO  Notify me first

<b>Previous employer name</b>	Address, City, State
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Your supervisor's name	Supervisor's phone number
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Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
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Provide detailed summary below of all job duties / accomplishments:

<b>Previous employer name</b>	Address, City, State
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Your supervisor's name	Supervisor's phone number
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Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
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Provide detailed summary below of all job duties / accomplishments:

**Computer Expertise:** Please check the box next to all areas that you have experience in and attach a detailed summary of your experience with that software.

- Microsoft Word years of experience \_\_\_\_\_
- Microsoft Excel years of experience \_\_\_\_\_
- Microsoft Outlook years of experience \_\_\_\_\_
- Microsoft PowerPoint years of experience \_\_\_\_\_

Please provide at least four professional references we can contact prior to a job offer.

<b>Reference One</b> Name/Relationship: _____ Phone Number: _____	<b>Reference Two</b> Name/Relationship: _____ Phone Number: _____
<b>Reference Three</b> Name/Relationship: _____ Phone Number: _____	<b>Reference Four</b> Name/Relationship: _____ Phone Number: _____