



**friends church**  
Willoughby Hills  
*authentic community, authentic faith*

Friends Church, Willoughby Hills  
(440) 944-1026 info@whfriends.org  
2846 S.O.M. Center Road  
Willoughby Hills, OH 44094

# APPLICATION FOR EMPLOYMENT

*(Not for those individuals who work with children or senior adults)*

Revised January 2017

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental disability, veteran status and citizenship status. The receipt of this application does not mean that job openings exist nor does it obligate us in any way. We appreciate your interest in Friends.

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper.

Please **print or type all information** and fill out form completely and clearly.

## PERSONAL INFORMATION

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Other Names (including maiden name) \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

In Case of Emergency Notify: Name \_\_\_\_\_ Phone \_\_\_\_\_

What church do you regularly attend? \_\_\_\_\_

Have you read the Doctrine and Testimony parts of Friends Church's Faith & Practice and are you in agreement with these in thought and lifestyle? \_\_\_\_\_

## EMPLOYMENT DESIRED

Position \_\_\_\_\_

Date You can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

## EDUCATION

	Name and Location of School	Years Attended	Date Graduated & Degree	Subjects/Major Studied
HIGH SCHOOL	_____	_____	_____	_____
	_____	_____	_____	_____
COLLEGE	_____	_____	_____	_____
	_____	_____	_____	_____
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL	_____	_____	_____	_____
	_____	_____	_____	_____

**\*\* Continued on Reverse Side. \*\***

**FORMER EMPLOYERS** (List below last three employers, starting with the last one first.)

Date (Month & Year)	Name, Address & Phone of Employer	Salary	Position	Reason for Leaving
From: _____	_____	_____	_____	_____
To: _____	_____			
From: _____	_____	_____	_____	_____
To: _____	_____			
From: _____	_____	_____	_____	_____
To: _____	_____			

**REFERENCES** (Give below the names of three persons not related to you, whom you have known for at least one year.)

Name	Address	Phone Number	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at Friends Church is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use of any information on this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please put in writing how you exemplify and witness Christ in your daily life. (Use a separate sheet if necessary.)

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