

# Westminster Presbyterian Church

17 William Street  
Auburn, New York 13021  
(315) 253-3331

## Application for Employment

*(Please Print)*

Date: \_\_\_\_\_

### I. Personal Information

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

Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone \_\_\_\_\_

Position Applied For: \_\_\_\_\_

### II. Educational History

School Name/Location	Years Completed	Degree/Diploma
Elem/Jr. High _____		
High School _____		
College _____		
Tech. Training _____		
Other _____		

### Special Skills and Qualifications

Briefly summarize special skills and qualifications acquired from employment or other experience. Include only additional information applicable to the position sought.

---

---

### III. Employment Record

Please include all employment for the last five years.

1. \_\_\_\_\_  
Company Name (Current or Most Recent Employer) Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_ Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_ Reason For Leaving

2. \_\_\_\_\_  
Company Name Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_ Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_ Reason For Leaving

3. \_\_\_\_\_  
Company Name Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_ Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_ Reason For Leaving

### IV. Work Availability

1. What hours are you available to work?  
Monday \_\_\_\_\_ Thursday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Friday \_\_\_\_\_  
Wednesday \_\_\_\_\_ Other \_\_\_\_\_
2. If your application receives favorable consideration, when will you be available to begin work?  
\_\_\_\_\_
3. Are you able to work outside of normal shift if needed? ( ) Yes ( ) No

## V. Salary / Hourly Rate Requirements

1. What are your salary requirements? \_\_\_\_\_/hour. Desired hours/week \_\_\_\_\_
2. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:  
\_\_\_\_\_

3. How did you hear about this position? \_\_\_\_\_
4. Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No If yes, please explain:  
\_\_\_\_\_

## VI. References *Please do not include relatives or former employers.*

1. \_\_\_\_\_  
Name \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_
2. \_\_\_\_\_  
Name \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_
3. \_\_\_\_\_  
Name \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I acknowledge the information I have supplied is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date