



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

<b>Present or more recent employer name</b>		Address, City, State	
Your supervisor's name		Supervisor's phone number	
Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
Provide detailed summary below of all job duties / accomplishments:			
May we contact your current and previous employers prior to a job offer? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Notify me first			
<b>Previous employer name</b>		Address, City, State	
Your supervisor's name		Supervisor's phone number	
Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
Provide detailed summary below of all job duties / accomplishments:			
<b>Previous employer name</b>		Address, City, State	
Your supervisor's name		Supervisor's phone number	
Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
Provide detailed summary below of all job duties / accomplishments:			
<b>Computer Expertise:</b> Please check the box next to all areas that you have experience in and <u>attach a detailed summary of your experience with that software.</u>			

- 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.

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

This certifies that I completed this application, and that all entries on it and information in it are true and complete to the best of my knowledge

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date