



Application for Employment Pre-Employment Questionnaire

Personal Information

Name		
Address		
City	State	Zip
Phone number:	Social Security Number:	
Email Address:		

Employment Desired

Position:	Date you can start:
Are you employed? No Yes If so, may we inquire of your present employer? Y N	

Education History

	Name and Location of School	Years Attended	Did you graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

General Information

Subjects or Special Study/Research Work or Special Training/Skills

Former Employers (List below last four employers, starting with last one first)

Date Month and Year	Name & Address 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 at least one year)

Name	Phone Number	Business	Years known

Request, Authorization and Consent to Release Employment Information and Educational Records

I certify that all my statements and answers in this application for employment are true and complete and made without reservation or evasions. I understand that any untrue or incomplete statements or omissions of requested information in this application may result in my immediate discharge if I become employed by Gateway Community Christian Reformed Church, Inc. In order to assist Gateway Community Christian Reformed Church, Inc. in obtaining documents and information to confirm my background, if necessary, I hereby consent to the release of information more specifically below and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by any authorized company representative.

This waiver does not permit the release of use of disability-related or medical information in a manner prohibited by the American with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that Gateway Community Christian Reformed Church, Inc. will conduct a thorough and complete background investigation into my application form employment. I authorize all educational institutions that I attended and all of my previous employers, personal referenced and public or private agencies that issued me either a professional or vocational license to furnish to Gateway Community Christian Reformed Church, Inc. my files and records, and to respond to verbal or written inquiries from Gateway Community Christian Reformed Church, Inc. regarding my employment record, including by not limited to positions held, dates of employment, last pay rate, work performance, disciplinary records, reliability, and any incidents of dishonesty, insubordination, violence, sexual harassment, and/or any unsafe, harmful or threatening behavior, whatsoever. I also request and consent to the release and disclosure of educational records from and all public or private educational institutions that I have attended to Gateway Community Christian Reformed Church, Inc., including all records of my academic performance, courses attended, grades, diplomas, degrees or other honors conferred. I also authorize investigation of all statements made in this application.

Date	Signature
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