

**COVENANT PRESBYTERIAN CHURCH**  
**APPLICATION FOR EMPLOYMENT**

PLEASE PRINT AND COMPLETE APPLICATION IN FULL

**PERSONAL INFORMATION**

**Full Name:** \_\_\_\_\_  
*(First) (Last) (Middle Initial)*

**Address:** \_\_\_\_\_  
*(Street) (Apt.) (City) (State) (Zip)*

**Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**Legally eligible to work in the U.S.?** Yes \_\_\_ No \_\_\_ **Ever been convicted of a felony?** Yes \_\_\_ No \_\_\_

**Available Start Date:** \_\_\_\_\_

**EDUCATION**

*(Name and Location of School)*

**School/Institution:** \_\_\_\_\_  
*Dates attended:* \_\_\_\_\_ *Degree/Certificate:* \_\_\_\_\_

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*Dates attended:* \_\_\_\_\_ *Degree/Certificate:* \_\_\_\_\_

**List any special skills or experience pertinent to the position for which you are applying.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS EMPLOYMENT**

*(Begin with most recent position)*

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Nature of Business:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Position(s) Held:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Nature of Business:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Position(s) Held:** \_\_\_\_\_

**REFERENCES**

Please furnish the names and addresses of two people to whom you are *not* related.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Who referred you to us? (Person or Agency) \_\_\_\_\_

Why are you applying for this position? \_\_\_\_\_

Any other information you would like the church to consider?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any special accommodations the church could make to make this a successful job for you?

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION**

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF I AM EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE CHURCH FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE CHURCH HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED CHURCH REPRESENTATIVE."

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this application, along with a resumé, to the Church office at "Covenant Presbyterian Church, 603 Sunset Dr., Johnson City, TN 37604" or by email to [office@cpcjc.org](mailto:office@cpcjc.org).

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**For Church Use Only**

Action: \_\_\_\_\_

\_\_\_\_\_  
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