

# First Presbyterian Church

620 State Street, Knoxville, TN 37902  
(865) 546-2531 FAX (865) 546-2533

## EMPLOYMENT APPLICATION

(This application should be completed by all who seek any position that will involve the supervision and/or custody of children or youth.)

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

Are you over the age of 18?  Yes  No

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

### Qualifications:

Academic achievements: (Schools attended, degrees earned, dates of completion)

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Continuing education completed: (Courses taken, dates of completion)

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Professional organizations: (List any in which you have membership) .

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First aid training?  Yes  No Date completed \_\_\_\_\_

CPR training?  Yes  No Date completed \_\_\_\_\_

**Previous Work Experience:** Please list your previous employers from the past five years. Include the job title, a description of position duties and responsibilities, the name of the company/employer, the address of company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

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**Previous Volunteer Experience:** Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

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Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)?  No  Yes

If yes, please explain:

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**References:** Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

**Waiver and Consent:**

I, \_\_\_\_\_, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by First Presbyterian Church, I agree to abide by and be bound by the policies of First Presbyterian Church and to refrain from inappropriate conduct in the performance of my duties on behalf of First Presbyterian Church.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

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

\_\_\_\_\_  
Witness    Date