

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude membership that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Office Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by First Presbyterian's Executive Director of Operations.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I also understand that if I am hired, a background check will be required.

First Presbyterian Church of Tulsa, Oklahoma, does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. First Presbyterian Church of Tulsa, Oklahoma, does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping,

Application for Employment

Equal access to programs, services, color, religion, national origin, citizenship, local law. In accordance with the Americans with Disabilities Act, we provide reasonable accommodations for the applicant.

Name: _____
Last

Address: _____

Telephone #: (____) _____

Position(s) applied for: _____

Referral Source (Please check the appropriate box)
☐ Church's Website ☐ Other _____

If necessary, best time to call you is:
☐ Home ☐ Cellular/Other _____

May we contact you at work?
If **yes**, work number and best time to call:
(____) _____

If you are under 18 and it is required, can you furnish a work permit?
If **no**, please explain: _____

Have you submitted an application here before?
If **yes**, give date(s) and position(s): _____

Have you ever been employed here before?
If **yes**, give dates: From: _____

Is this application a request for reemployment or an extended military leave of absence from your company?

If **yes**, additional information may be provided on a separate sheet.

Are you legally eligible for employment in this country?

Dates available for work: _____

What is your desired salary range or hourly rate?

\$ _____ P. _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a voluntary basis.

Employer	Telephone # ()
Street address	City State
Starting job title/final job title	Dates employed: _____ to _____ Month/Year Month/Year
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail: _____
Why did you leave?	
Summarize the type of work performed and job responsibilities: _____	
What did you like most about your position? _____	
What were the things you liked least about the position? _____	

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Street address	City State
Starting job title/final job title	Dates employed: _____ to _____ Month/Year Month/Year
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Why did you leave? _____	
Summarize the type of work performed and job responsibilities: _____	
What did you like most about your position? _____	
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Employer	Telephone #
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Employment History (continued)

Explain any gaps in your employment, other than those noted above.

If not addressed on previous page, have
If **yes**, please explain: _____

Skills and Qualifications

Summarize any special training skills, licenses, or certifications.

Computer skills (Check appropriate boxes. Include any other skills.)

- ☐ Word Processing _____
- ☐ Spreadsheet _____
- ☐ Presentation _____
- ☐ E-mail _____

Educational Background

Starting with your most recent school, provide the following information.

School (include City and State)