



CREATIVE OUTREACH MINISTRIES

Application for Employment

COM OFFICE ONLY

Start Date:

Rate:

Position:

We consider applicants for all positions without regard to race, color, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. **PLEASE PRINT.**

Position(s) Applied For:

Date of Application:

How did you learn about us? Stopped by Employment Agency Friend
 Other: _____

Last Name:

First Name:

Middle Name:

St. Address:

City:

State:

Zip:

Home #:

Cell #:

Email:

Section 1

General

Best time to contact you:*Mejor hora para contactarlo es:*

If you are under 18 years of age, can you provide the required proof of eligibility to work? Yes/Si
¿Si eres menor de 18 años de edad, puede ofrecerte el requiere prueba de elegibilidad para trabajar? No

Do any of your friends or relatives, other than spouse, work here? Yes/Si
¿Alguno de tus amigos o familiares, que no sea su cónyuge, trabajan aquí? No

If yes, state: Name _____ **Relationship** _____ **Location** _____
En caso afirmativo, indicar: el nombre _____ *relación* _____
ubicación _____

Are you currently employed? *¿Actualmente tiene empleo?* Yes/Si No

May We Contact Your Present Employer? *¿Podemos contactar a su empleador actual?* Yes/Si No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? *¿Se impidió convertirse en empleados legalmente en este país por Visa o estatus migratorio?*

Yes/Si **Proof of citizenship or immigration status will be required upon employment.**
 No *Prueba de ciudadanía o estatus migratorio será requerida a empleo.*

Date available for work:*Fecha disponible para el trabajo:***What is your desired salary range?***¿Cuál es su rango de salario deseado?*

Availability? *¿Está disponible para trabajar a tiempo complete?* Full-Time Part-Time Temporary

If Part Time, what days of the week are you available: Mon Tue Wed Thu Fri Sat

If temporary what dates are you available? From _____ **To** _____



Application for Employment

Revised 06/01/2019

Section 2		Education / Educación		
School	School Name and Address	Course of Study	# of Years Completed or Graduation Date	Diploma/Degree Received
High School				
Undergraduate				
Graduate/Professional				
Other (Please Specify)				

Section 3 Specialized Skills / Habilidades Especializadas

Cash Register
 Microsoft Office (Word, Excel, Access)
 Quickbooks
 Outlook
 Other: (describe) _____
 Other: (describe) _____

Section 4 Work Experience / Experiencia Laboral

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work Performed:
	From	To	
Address:			
Phone Number(s):	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title:			
Supervisor:	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving:			

Employer:	Dates Employed		Work Performed:
	From	To	
Address:			
Phone Number(s):	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title:			
Supervisor:	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving:			



Application for Employment

Revised 06/01/2019

Employer:	Dates Employed		Work Performed:
	From	To	
Address:			
Phone Number(s):	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title:			

Supervisor: _____ May We Contact This Employer? Yes No

Reason for Leaving: _____

As a ministry, we're interested to know what church background you may have. Where do you regularly attend church? Pastor's name and phone number? Please tell us when you were saved and any other personal information that you would like to add.

Como Ministerio, nos interesa saber qué fondo Iglesia que tenga. ¿Dónde asistir regularmente Iglesia? De ¿pastor nombre y número de teléfono? Por favor díganos cuando se guardó y cualquier otra información personal que usted le gustaría añadir. Por favor escriba en inglés.

Section 5 Personal / Professional References / Referencia *(Do not include family members of past supervisors)*

Name	Phone Number	Best Time to Call	Occupation

Por favor escriba en inglés **Have you ever been convicted of a criminal offense?** Yes/Si No
¿Usted ha sido condenado de un delito?

If yes, when and please explain: _____
En caso afirmativo, cuándo y por favor explicar

Have you ever been convicted of a felony? Yes/Si No
¿Ha sido sentenciado por un delito grave?

If yes, when and please explain: _____
En caso afirmativo, cuándo y por favor explicar

Are you on probation at this time? Yes/Si No
¿Está en libertad condicional en este momento?

If yes, when and please explain: _____
En caso afirmativo, cuándo y por favor explicar



Section 6

Interview Comments / Comentarios de la Entrevista

Section 7

Applicant's Statement / Declaración del Solicitante

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organizations of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Certifico que las respuestas dadas en este documento son verdadera y complete.

Autorizo la investigación de todas las declaraciones contenidas en esta solicitud de empleo que sean necesarias para llegar a una decisión de empleo.

Esta solicitud de empleo se considerará activa durante un período de tiempo no debe exceder de 45 días. Cualquier solicitante que desee ser considerado para empleo más allá de este período de tiempo debe preguntar si las aplicaciones están siendo aceptadas en ese momento.

Por la presente entender y reconocer que, a menos que se defina lo contrario por la ley aplicable, cualquier relación de empleo con esta organizaciones de una naturaleza "a voluntad", lo que significa que el empleado puede renunciar en cualquier momento y que el empleador puede despedir a empleados en cualquier momento con o sin causa. Queda entendido asimismo que esta relación de empleo "a voluntad" no puede ser cambiada por cualquier documento escrito o por conducta a menos que un ejecutivo autorizado de esta organización específicamente reconoce dicho cambio por escrito.

En caso de empleo, yo entiendo que en mi aplicación o entrevistas de información falsa o engañosa puede resultar en descarga. También, entiendo que estoy obligado a acatar todas las reglas y reglamentos del empleador.

Signature of Applicant / sustantivo firma femenino

Date