

Church of the Brethren Northern Ohio District

Application for Employment



300th Anniversary Year 2008

1107 East Main Street
 Telephone (419) 281-3058
 Email districtoffice@zoominternet.net

Ashland, Ohio 44805-2806
 Fax (419) 281-8914
 Web Site www.cob-net.org/church/ohio_northern.htm

POSITION APPLIED FOR: _____ DATE: _____

INTERVIEWER(S): _____

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

TELEPHONE NO. _____ ALTERNATIVE PHONE _____ SOCIAL SECURITY NO. _____ E-MAIL ADDRESS _____

EDUCATION:

LIST HIGH SCHOOL, TECHNICAL, BUSINESS OR JUNIOR COLLEGE	LOCATION OF SCHOOL	Graduate?		COURSE OF STUDY OR DEGREE AND MAJOR
		YES	NO	

COLLEGE OR UNIVERSITY	LOCATION OF SCHOOL	Graduate?		COURSE OF STUDY OR DEGREE AND MAJOR
		YES	NO	

INTERNATIONAL LIVING OR WORKING EXPERIENCE: YES NO

What kind of work and where: _____

Language skills other than English: _____

Are you a Veteran of United States Military Service? YES NO

Are you a Citizen of the United States? YES NO Can you provide documentation of citizenship and/or right to work? YES NO

How much notice will you require to report to work? _____ Wage requirement: _____

Are you under 18 years of age: YES NO

JOB #1

From	To	Exact Title of Your Position	
Name of Company		Summarize Duties And Responsibilities	
Phone			
Street Address			
City & State			
Kind of Business			
Name & Title of Your Immediate Supervisor			
Reason for Leaving			
Starting Rate \$	Per	Final Rate \$	Per

JOB #2

From	To	Exact Title of Your Position	
Name of Company		Summarize Duties And Responsibilities	
Phone			
Street Address			
City & State			
Kind of Business			
Name & Title of Your Immediate Supervisor			
Reason for Leaving			
Starting Rate \$	Per	Final Rate \$	Per

JOB #3

From	To	Exact Title of Your Position	
Name of Company		Summarize Duties And Responsibilities	
Phone			
Street Address			
City & State			
Kind of Business			
Name & Title of Your Immediate Supervisor			
Reason for Leaving			
Starting Rate \$	Per	Final Rate \$	Per

REFERENCES: Please name 4 persons (not relatives) who can supply information concerning your work record and/or background

FULL NAME	ADDRESS (Give Complete Address, Including Street, City, State, Zip Code)	BUSINESS OR OCCUPATION	PHONE

INDICATE "YES" OR "NO" ANSWER BY PLACING X IN PROPER COLUMN	Yes	No
Previous work here? From To Dept.		
Have you previously filed an application? When? For what position?		
Have you ever been convicted of a felony? Explain:		
Have you ever been reprimanded (by documented verbal/written warning) or discharged for any work related crime, violation of company policy, procedures or contractual obligations? This includes, but is not limited to absenteeism, tardiness, quality, quantity, unsafe act, substance abuse, falsification of company documents.		

PLEASE INDICATE YOUR EVALUATION OF YOUR WORK PERFORMANCE IN YOUR TWO MOST RECENT JOBS				
AREA		EXC	GOOD	FAIR
Attendance	Job #1			
	#2			
Quality of Work	Job #1			
	#2			
Quantity of Work	Job #1			
	#2			
Attitude	Job #1			
	#2			
Cooperation	Job #1			
	#2			

CONDITIONS OF EMPLOYMENT

1. I understand that this is an application and that no employment contract is being offered or implied.
2. I agree to abide by all Church of the Brethren Northern Ohio District Policies, Procedures and Regulations.
3. Due to the nature of district operations it may be necessary, at times, to work a schedule other than Monday through Friday. I understand and accept this obligation as a condition of my continuing employment.
4. I understand and agree that the Church of the Brethren Northern Ohio District may choose to do a background check on my employment history and history of criminal, civil, or financial proceedings.
5. I understand that any misrepresentation or willful omission of a fact on my application may be justification for denial of, or if employed, termination of my employment.
6. I understand that if I am employed, such employment is on an annual basis (unless specifically defined) and the Church of the Brethren Northern Ohio District can change wages, benefits and conditions of employment at any time, subject to established agreements.

Date

Applicant Signature

FAITH STATEMENT This space is provided for you to write about the faith you live day by day. Use words or images that are familiar and expressive for you.

COMMENTS You have no obligation to comment in this section. This space is provided for you to expand on any topic of your choice. For example, you may wish to write a brief biography, a personal philosophy about work, or just a unique life experience.

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