

**Employment Application**  
 The Presbyterian Church of Radford  
 Radford, Virginia

POSITION APPLIED FOR \_\_\_\_\_ DATE: \_\_\_\_\_

NAME \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**EDUCATION** – LIST HIGH SCHOOLS AND ANY COLLEGES OR UNIVERSITIES ATTENDED:

EDUCATIONAL INSTITUTION AND LOCATION	DATES ATTENDED	DIPLOMA OR DEGREE	MAJOR OR MINOR	ACTIVITIES AND DISTINCTIONS

TRANSCRIPTS MAY BE REQUESTED.

**WORK EXPERIENCE** – List all work experience since high school graduation with most recent listed first.

Name and address of employer and name of supervisor	DATES FROM (MONTH/ YEAR)	DATES FROM (MONTH/ YEAR)	FULL- TIME PART- TIME	TYPE OF WORK ACTIVITY/ TITLE	REASON FOR LEAVING

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PLEASE ATTACH A SEPARATE SHEET IF ADDITIONAL SPACE IS NEEDED.

**REFERENCES** – References should include supervisors, professors, or other individuals who have first-hand knowledge of your professional competence and personal qualifications. Please list at least three current references to be checked by the appropriate committee using a checklist.

Name	Position/ Relationship	Address	Telephone E-Mail

If You Are Offered Employment, When Are You Available To Begin Work?

\_\_\_\_\_

Please Detail Any Other Activities or Experiences Which Qualify You For This Position:

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

**GENERAL BACKGROUND INFORMATION – PLEASE CIRCLE “YES” OR “NO”**

Have you ever been convicted of a criminal offense?	YES	NO
Are criminal charges currently pending against you?	Yes	No
Have you ever been discharged or requested to resign from a former position?	Yes	No

If you answered “Yes” to any of the above questions, please provide a detailed explanation, including dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that I have made true, correct and complete answers and statements in this application in the knowledge that they will be relied upon in considering my application. I understand that any omission or falsely answered statement in this Application, or any supplement to it, will be sufficient grounds for my termination. I also understand that Virginia is an employment at will state.

I hereby authorize all employers for whom I have worked or others familiar with my abilities to furnish any information which Presbyterian Church of Radford may request concerning my previous employment.

My signature below authorizes Presbyterian Church of Radford to conduct a background investigation to determine my suitability for the position for which I have applied. This investigation may include a review of information such as criminal or civil convictions, driving records, reports from the Department of Social Services relating to the results of investigations of allegations of abuse or neglect, records of previous employers and educational institutions, and personal references. To the extent that any of these sources requires a written release, I agree to provide such a release at the request of the church.

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

ADDITIONAL INFORMATION IS REQUIRED FOR BACKGROUND CHECK: FULL NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER -THESE WILL BE REQUESTED IF HIRING IS CONSIDERED.

January 2023