



EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Full Name: _____ Date: _____
 Address: _____
 City/State/Zip _____
 Phone: _____ Email _____
 Position Applying For _____ Date Available _____
 Hours Available to Work _____ Salary Requirements _____
 Are you a citizen of the U.S.? ☐ Yes ☐ No If no, are you authorized to work in the U.S.? ☐ Yes ☐ No

EDUCATION

High School	Location	Degree Earned	Area of Major
Higher Education	Location	Degree Earned	Area of Major

EMPLOYMENT HISTORY

(PLEASE ATTACH RESUME FOR ADDITIONAL INFO)

Employer	Position	Dates of Employment	Reason for Leaving

May we contact your current employer ☐ Yes ☐ No



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PERSONAL REFERENCES

REFERENCE #1

Please list individuals who have seen you demonstrate your faith or exhibit leadership within group contexts

Full Name _____ Relationship _____

Phone _____ Email: _____

How long has he/she known you? _____

REFERENCE #2

Full Name _____ Relationship _____

Phone: _____ Email: _____

How long has he/she known you? _____

PERSONAL ASSESSMENT

What church do you currently attend? _____

Describe your involvement in your church: _____

List five skills you possess which would make you an ideal candidate for this position, and why you believe each is critical to the role you are applying for:

1) _____

2) _____

3) _____

4) _____

5) _____

Describe self-sufficiency and the degree to which you practice it in your daily life: _____

Describe who is within your personal network of support and how it functions for you: _____

Describe your involvement in volunteer initiatives or civic organizations: _____



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BACKGROUND INFO

LEGAL INFORMATION

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please describe the nature of the crime _____

Have you ever been questioned, charged, or convicted of any of the following?:

- Violence or Abuse against another person ☐ Yes ☐ No
- Convicted of a crime (please explain on separate piece of paper) ☐ Yes ☐ No
- Sexual Abuse or Harassment ☐ Yes ☐ No
- Possession, Use or Distribution of Illegal or Prescription Drugs ☐ Yes ☐ No

DRIVING RECORD

Driver's License # _____ State Issued _____ How Long Driving? _____

Any accidents or moving violations? ☐ Yes ☐ No If yes, how recently? _____

SIGNATURES

By signing below, I testify the information I have provided in this application is accurate and complete. I give Saving Grace Inc. permission to contact previous employers, conduct reference checks and background checks as is required to verify the information I have provided is correct and inquire about my fitness for the roles and responsibilities of the position. I understand by falsifying information on this application is grounds for disqualification or dismissal from employment. I understand Saving Grace Inc. is a Christian non-profit organization and will inquire about my faith as it relates to my consideration for employment by Saving Grace Inc. throughout the interview and reference checks process.

APPLICANT SIGNATURE

DATE