



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Driver's License # & State \_\_\_\_\_

Position Applied for: \_\_\_\_\_

In Case of Emergency notify: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ GED: YES ☐ NO ☐

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In completing this Employment Application, I understand, represent, and agree that:**

Midway Church's (hereafter referred to as the Church) acceptance of this completed form does not mean that a position for which I am qualified is open. Completion of this form in no way creates a contract between the Church and me. As part of its procedure for processing this form or evaluating me for employment purposes, the Church may obtain an investigative report including information gathered through personal interviews with third parties such as prior employers, family members, business associates, and other individuals with whom I am acquainted.

I consent to Midway Church, Aubrey, TX and/or its agents to make an independent investigation of my background that may include: references, character, general reputation, personal characteristics, (whichever may be applicable), past employment, education, credit history (if applicable for position), adult criminal, criminal history or police records, and motor vehicle records including those maintained by both public and private organization and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment/service now and, if applicable, during the tenure of my service with Midway Church. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. These searches will be conducted by **Verified First, 1550 South Tech Lane, Suite 200, Meridian, Idaho 83642; Tel. # 888.670.9564; [www.verifiedfirst.com](http://www.verifiedfirst.com).**

By signing this form, I authorize the Church to request and obtain the information described above. Further, I release the Church, its affiliates, related entities, agents, employees, and officers (collectively referred to as "the Church") and all prior employers or references and record custodians from any claim or liability whatsoever arising out of such a request or any information disclosed in response thereto, and I agree not to bring any action or assert any claim against the Church or such prior employers or references on account thereof.

A photocopy or facsimile of this authorization shall be valid as the original. I understand that the ability to be bonded may be a condition of hire for some positions. I understand that my providing of false or misleading material information or my failure to state material facts either in this form or in any interviews, no matter when discovered, will result in the immediate termination of any position offered to me by the Church.

\*NOTE: The above information is required for identification purposes only and is in no manner used as qualifications for employment, internship, or service as a volunteer. Midway Church abides by all applicable state and federal employment laws.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

For Church Use

\_\_\_\_\_  
Accepted/Received by (Name)

\_\_\_\_\_  
Date

I, (Applicant – print name) \_\_\_\_\_, understand that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to the representative(s) of Midway Church (the “Church”) during the interview process will be sufficient grounds for not hiring me or immediately discharging me, no matter when discovered.

I understand and agree that if I am offered employment with the Church, such employment shall be “at will” in that my appointment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits, and operating policies.

I understand that the Church may make a thorough investigation of my character, reputation, and past employment as a pre-condition of employment. I understand that the Church retains the right to verify my driving information with the Department of Motor Vehicles, authorize the giving and receiving of any such information requested by the Church (including licensure, workers' compensation, criminal, driving, financial and credit records), and I hereby relieve and release all former employers and their agents, and licensing authorities and their agents, of any liability for any information they may give to the Church. I hereby waive any and all rights or claims I may have against the Church, its agents or employees, arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the Church's handling, processing, or investigation of my application with the Church.

I agree that if I am employed by the Church, in the future a potential employer may contact the Church or its representatives concerning my work record and my work performance at the Church. I hereby consent to and authorize persons employed by the Church to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work and/or performance of my job at the Church.

I understand that if I receive an offer of employment, if requested, I may be required to participate in the analysis for the detection of the use of illegal drugs or substances. I understand that my inability to perform the essential functions of the job, with or without reasonable accommodation, due to my physical or mental condition, could prevent my employment or continued employment by the Church.

I understand that if I am employed by the Church, before commencing my duties, I may be required to produce documentary evidence of my age and I will be required to produce documentary evidence of my right to work in the United States.

I hereby acknowledge that if I am employed by the Church, the first ninety (90) days of my employment with the Church constitutes a probationary period, and further, I understand that completing the probationary period does not ensure my continued employment or affect the “at-will” nature of my employment.

I understand that if I am employed by the Church, if requested by management at any time, I agree to submit to a search of my desk or any work space that may be assigned to me, and I waive all claims for damages on account of such search.

I understand and agree that if I am employed by the Church, in the performance of my duties as an employee of the Church, or after I leave the Church, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand this application will remain active for one (1) year during which time it may but will not necessarily be, at the sole discretion of the Church, reviewed for open positions within the location at which I applied.

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

For Church Use	
Accepted/Received by (Name) _____	Date _____

I HEREBY AUTHORIZE THE Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for volunteering/employment purposes.

I understand that the scope of the consumer report/investigative consumer report may include, but it no limited to, the following areas:

- verification of social security number;
- criminal history records from criminal justice agencies in any/all jurisdictions (federal/state/county)
- current and previous residences;
- birth records;
- employment history including all personnel files;
- education including transcripts;
- motor vehicle records to include traffic citations and registration;
- character references;
- credit history and reports;
- any other public records;
- interviews conducted with third parties regarding my character, general reputation, personal characteristics or mode of living.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to the Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, including information or data received from other sources.

Medical and worker's compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any applicable state laws.

I hereby release the Church, the Social Security Administration, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability or damages of whatever kind, which may, at any time, result to me, my heirs, executors or representatives because of compliance with this authorization and request to release.

I have received a copy of the Summary of Rights under the Fair Credit Report Act. I understand that I am entitled to know if I am denied a position because of information obtained by the Church from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

I understand that I have the right to revoke the authorization at any time, provided I do so in writing.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

For Church Use

Accepted/Received by (Name) \_\_\_\_\_

\_\_\_\_\_ Date

## EMPLOYMENT SCREENING CONSENT FORM

PLEASE PRINT LEGIBLY

Last Name	First Name	Middle	Social Security Number	Driver's License and State	Date of Birth
Street Address			City	State	ZIP
Home Telephone	Work Telephone	Cell Phone		Email Address	
Previous Names					
Previous Street Address			City	State	ZIP
Previous Church Attended			City	State	Zip
Time Attended Midway Church			Member of Midway Church		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

**POSITIVE ANSWERS TO THE FOLLOWING QUESTIONS WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT OR VOLUNTEER SERVICE; FAILURE TO ANSWER THEM WITH COMPLETE HONEST MAY.**

Have you ever pled no contest to, pled guilty to, or been found guilty of, any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you presently under charges of any criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had an adjudication deferred for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a sentence probated for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had community service for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a motion to dismiss for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes to any, give details:			<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>		
Types of offenses:					
Dates:					

**PLEASE LIST BELOW TWO PERSONAL REFERENCES WHO ARE NOT RELATED TO YOU:**

Last Name	First Name	Years Known
Street Address		State      Zip
Home Telephone	Work Telephone	

Last Name	First Name	Years Known
Street Address		State      Zip
Home Telephone	Work Telephone	

Human Resources  
Midway Church, PO Box 210, Aubrey, TX 76227

