

First Presbyterian Church Boulder

1820 15th Street Boulder, CO 80302
Office: 303.402.6400 Fax: 303.402.6390



APPLICATION FOR EMPLOYMENT - UMIN ASSISTANT DIRECTOR

PERSONAL INFORMATION

Last Name		First		Today's Date	
Current Street Address				Apt/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? (Employment is contingent upon satisfactory proof of eligibility to work in the United States)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you CPR Certified?	YES <input type="checkbox"/>	If yes, what is the date of expiration?		NO <input type="checkbox"/>	

POSITION DESIRED

Position Desired:

How did you hear about this position?

What special skills, training, or experience do you have that makes you uniquely qualified for this position? YES NO
If yes, please explain.

Are you aware of anything that might prevent you from performing the general requirements of the position(s) applied for as described in the job description? YES NO If yes, please describe.

What three responsibilities do you see as the most important for this position?

1. _____ 2. _____ 3. _____

Have you ever worked at First Presbyterian Church before? YES NO If yes, when, and what was your role?

Do you have a valid driver's license? YES NO Driver's License Number:
Have you had your driver's license suspended or revoked in the last three years? If yes, please explain.

Please help us evaluate our spiritual compatibility:

Please describe your personal relationship with Jesus Christ.

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Describe your faith practices. What are ways that your faith is expressed?

Please list your church involvement and attendance over the past five years.

SKILLS AND ABILITIES

If applicable, please list your software experience (word processing, spreadsheet, graphics, etc.).

EDUCATIONAL BACKGROUND

Level	Name of School	City/State	Major/Minor	No. Years Completed	Diploma/Degree
High School / Secondary					
College / University					
Grad. School / Seminary					
Vocational / Other					

EMPLOYMENT EXPERIENCE

Please list, starting with your most recent employment, self-employment, military service, and volunteer work highlights for the previous 5 years. (Please complete this portion, even if you need to add extra pages.)

Dates of Employment	From	To	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>
Name of Employer			

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Please list the position, responsibilities, and contributions that you provided during your employment.

Please tell us the reason for leaving this position.

Dates of Employment	From	To	Full-Time <input type="checkbox"/>
			Part-Time <input type="checkbox"/>

Name of Employer

Please list the position, responsibilities, and contributions that you provided during your employment.

Please tell us the reason for leaving this position.

Dates of Employment	From	To	Full-Time <input type="checkbox"/>
			Part-Time <input type="checkbox"/>

Name of Employer

Please list position, the responsibilities, and contributions that you provided during your employment.

Please tell us the reason for leaving this position.

Have you been unemployed for a period of six months or greater in the past 10 years? YES NO
 If yes, please explain.

PROFESSIONAL REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address		Email	
Full Name		Relationship	

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Company		Phone	
Address		Email	
Full Name		Relationship	
Company		Phone	
Address		Email	

CHARACTER REFERENCES (three needed)

Name of Individual	Yrs. Known	Organization	Email	Phone Number(s)
NAME: (Pastor/Spiritual Leader)				
NAME: (Co-Worker)				
NAME: FPC Staff Member (if possible)				
NAME: (Other, describe relationship)				

PERSONAL BACKGROUND

First Presbyterian will seek and obtain investigative reports about you as defined in the Fair Credit Reporting Act (FCRA). These investigative reports may include, but are not limited to, consumer credit reports, criminal history records (from local, state and federal agencies), sexual offender’s lists, wants and warrant records, and motor vehicle records. Is there anything you would like First Presbyterian Church to know about your history before running your record?	YES <input type="checkbox"/> NO <input type="checkbox"/> (An affirmative answer does NOT automatically eliminate you from consideration.)
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APPLICANT’S DECLARATION

I certify that my answers are true and complete to the best of my knowledge. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original. I understand that the submission of any false or incomplete information in connection with my application whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time.

PRINT NAME
SIGNATURE
DATE

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APPLICANT'S AUTHORIZATION AND RELEASE

In connection with my application for employment with First Presbyterian Church of Boulder, I understand and agree that investigative inquiries may be made on myself including, but not limited to, consumer credit, criminal convictions, motor vehicle history, educational transcripts, and other reports of any nature and type, including information in the public domain. These reports will include information as to my character, work, habits, performance, and experience together with reasons for termination of past employment.

I understand and agree that First Presbyterian Church can and may be requesting information from various federal, state, and other agencies that maintain records concerning my past activities related to my driving, credit, criminal, education, and other experiences. I authorize without reservation all corporations, companies, credit agencies, persons, educational institutions, law enforcement agencies, and former employers to release information they may have about me, and release them from any liability and responsibility for doing so; further, I authorize the procurement of an investigative consumer report related to me and acknowledge my understanding that such a report may contain information as to my background, mode of living, character, and personal reputation. I also understand, should I be offered a position with First Presbyterian Church, that the church follows the doctrine of "employment at will."

This authorization, in original and copy form, shall be valid for this and any future reports that may be requested.

I hereby authorize investigation of all statements made by me with no liability arising there from.

PRINT NAME

SIGNATURE

DATE