

**FIRST PRESBYTERIAN CHURCH OF SANTA ROSA  
APPLICATION FOR EMPLOYMENT**

Use Ink (Please print), Typewriter, or Computer      Answer all questions

**Return to:** First Presbyterian Church of Santa Rosa  
1550 Pacific Ave., Santa Rosa, CA 95404  
Phone: 707/542-0205; Fax: 707/571-8115;  
E-Mail: eileen@fpcsantarosa.org

**POSITION FOR WHICH YOU ARE APPLYING:**

Applicant Name: \_\_\_\_\_  
First
Middle
Last

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

Home Phone: (    ) \_\_\_\_\_ Business Phone: (    ) \_\_\_\_\_ Date: \_\_\_\_\_

Have you ever been convicted for a crime in the past ten years, other than minor traffic infractions?    Yes    No

If yes, please describe in full: \_\_\_\_\_

Would you work   Full-time    Part-time    Specify number of hours if only Part-time: \_\_\_\_\_

Did First Presbyterian Church of Santa Rosa previously employ you?    Yes    No   If yes, when? \_\_\_\_\_

If you have worked under a different name, please state name: \_\_\_\_\_

**EDUCATION**      Circle Highest Grade Completed   1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Name and location of school	Major or Course	Units Completed	Did you graduate?	Degree Received	Date of completion
High School					X
Junior College					
College or University					
Business, Correspondence, Trade or Graduate School					

Typing speed: \_\_\_\_\_ Do you have a certificate?       Yes    No

Shorthand Speed: \_\_\_\_\_ Do you have a certificate?       Yes    No

**PROFESSIONAL REFERENCES**

Please list three people who have known you for over 2 years.

Name	Address	Telephone

**EMPLOYMENT RECORD** (List last position first)

Show complete record, including periods between jobs, for at least 10 years.

From Mo. Yr.	To Mo. Yr.	Occupations and Description of the duties performed	Salary	Employers' Full names and addresses	Reason's for Leaving

**MISCELLANEOUS:**

If there is anything else you would like to tell us about yourself, please do so in below.

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I HEREBY CERTIFY that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part to any employment or payment as an employee in the service of First Presbyterian Church of Santa Rosa. I further certify that I am physically able to perform the functions of the job for which I am applying. I further agree to be fingerprinted, to submit to a complete medical examination (if required), and, upon employment, to furnish such proof of age and citizenship as may be directed.

I also understand that this application is not a contract of employment and that any employment arrangement is considered at-will (i.e. not for any specific time period or duration unless so stated) and would exist only by agreement between an employee and the Personnel Department, as approved by the Session of First Presbyterian Church. As such, it may be freely terminated by either party at any time, with our without cause. By signing this application, I hereby release the First Presbyterian Church Santa Rosa to request release of my Motor Vehicle Report from the Department of Motor Vehicles from the state in which my license is issued for the sole purpose of verification of my driving record, should I become employed and am required to drive one of the church-owned vehicles.

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

\_\_\_\_\_  
Date

***VOLUNTARY STATEMENT***

The following questions are helpful information because of the purpose of First Presbyterian Church and the need for staff to interact with other areas of ministry periodically. However, current legislation allows you to choose not to answer these questions in the application process. The balance of this form may be completed after hiring, if preferred.

If any, what church do you currently attend? \_\_\_\_\_  
\_\_\_\_\_

Are you a member? \_\_\_\_\_

How often do you attend? \_\_\_\_\_

In what areas are you involved in the life of the church and the community? \_\_\_\_\_  
\_\_\_\_\_