

UNIVERSAL APPLICATION FORM

THE EVANGELICAL COVENANT CHURCH and ALASKA CHRISTIAN COLLEGE

We thank you for filling out this form which is designed for applicants for volunteer work or employment in the churches or institutions of the Evangelical Covenant Church.

The Evangelical Covenant Church is an equal opportunity employer.

Please keep in mind that acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

PERSONAL INFORMATION: (Please Print)

NAME _____
Last First Middle

ADDRESS _____
City State/Province Zip

TELEPHONE (____) _____

SS# ____ / ____ / ____

Have you ever used a surname other than indicated? _____ If yes, state name and explain _____

Position applied for _____ Date available _____

How did you come to seek a position with us? _____

Do you have any physical or mental limitation which would affect your performance of the duties of the job for which you are applying? If so, please explain. _____

EDUCATION:

NAME	ADDRESS	MONTH/YEAR	DEGREE
High School			
College			
Graduate Work			
Other (describe)			

Please list chronologically your employment and volunteer activities during the past 5 years. If there were times you were not employed nor volunteering, include those dates and describe your principal activities.

DATES	POSITION Time and Description	EMPLOYER & SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Please list three personal references.

Email _____	Telephone _____
Email _____	Telephone _____
Email _____	Telephone _____

References checked [for office use; see note below]*:

	Date _____	By _____
	Date _____	By _____
	Date _____	By _____
	Date _____	By _____

Do you have a driver's license? (YES or NO) _____ Have you had a traffic violation in the last three years? (YES or NO) _____
If so, or you have "points" against you, please explain. _____

Have you ever been convicted of a crime? (YES or NO) _____ If you have been convicted of a crime other than a minor traffic offense, please state the following: Nature of conviction, date, sentence received, sentence served including date and location, probation or parole officer, and any other facts or circumstances you wish to provide.

I certify that the above information and statements are true and complete to the best of my knowledge. I understand that any misstatement or material omission from this application may result in my disqualification from consideration for a position and may be the basis for termination of my services.

I authorize The Evangelical Covenant Church or its agents to undertake any investigation it deems appropriate in connection with this application, including contact with all prior employers and a criminal background check.

SIGNATURE _____

DATE _____

***NOTE TO CHURCH OR SCHOOL:**

In order to determine the suitability of the applicant, it is very important that all of the previous references be contacted by telephone. The person who has checked references with previous employers or references should put initials and date of contact next to the names listed on this form and attach comments made.

In cases of salaried employees, a complete I-9 Form (to verify legal eligibility for employment according to the immigration laws) must be kept on file with the application form.

COMMENTS: