



Application for Employment

Pearce Church is an equal employment opportunity employer that provides employment opportunities in accordance with the regulations and doctrine of the Free Methodist Book of Discipline as well as NYS and Federal law. Employment decisions at Pearce Church are based on merit, qualifications, and abilities without regard to race, color, creed, sex, national origin, age (as protected by the Age Discrimination in Employment Act), physical/mental disabilities (as defined by the Americans with Disabilities Act), veteran status, or any other characteristic protected by state or federal law. This commitment to equal treatment applies to all aspects of employment, including, but not limited to: selection, training, assignment, promotion, compensation, benefits, transfer, performance evaluation, administration of personnel policies, discipline, and discharge. All applicants are extended an equal opportunity to gain employment, and all employees are extended an equal opportunity to progress in their fields of endeavor.

This policy does not waive the ministerial exception or any other exceptions to any federal, state or local legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act.

Pearce Church offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time. Applicants who require reasonable accommodation during the application process may contact Lydia Monroe at 594-9488 or Monroe_lydia@pearcechurch.org.

Note to Applicants: Smoking is prohibited in all indoor areas of Pearce Church unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

Personal Information

Name: _____ Telephone: _____
First M.I. Last

Present Address: _____
Street, City, State and Zip

Email address: _____

If under 18 years of age, do you have a work permit? Yes No

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)? Yes No

*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required I-9 employment eligibility verification document form upon hire.

Employment Desired

Position(s) applied for: _____ Date you can start: _____

Have you previously worked for or applied for a position with Pearce Church, in any of our locations either as an employee or through an employment agency? Yes No

When: _____ Supervisor: _____

Reason for leaving: _____

General Information

Are you related to or in a close personal relationship with anyone now employed at Pearce Church? (An answer of "Yes" will not automatically disqualify you from the position for which you are applying.) Yes No

If yes, state name(s) and their work location: _____

Are you available to work overtime as needed? Yes No

Are you available to work weeknight? Yes No

Are you available to work weekends? Yes No

Referral Information

How did you learn about Pearce Church?

Source	List Name of Referring Employee or Source (if applicable)
<input type="checkbox"/> Current Employee	_____
<input type="checkbox"/> LinkedIn	_____
<input type="checkbox"/> Company website	_____
<input type="checkbox"/> Other	_____

Work Experience

Below or on a resume, list all your work experience (starting with your most recent employer). You may attach additional sheets of paper.

Dates Employed:	Employer Information:
From:	Name of Employer:
	Address:
To:	Job Title:
	Name of Supervisor:
	Phone Number: Email:

Briefly describe your job duties and work experience:

Reason for Leaving:

Dates Employed:	Employer Information:
From:	Name of Employer:
	Address:
To:	Job Title:
	Name of Supervisor:
	Phone Number: Email:

Briefly describe your job duties and work experience:

Reason for Leaving:

Dates Employed:	Employer Information:
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From:	Name of Employer:
	Address:
To:	Job Title:
	Name of Supervisor:
	Phone Number: _____ Email: _____

Briefly describe your job duties and work experience:

Reason for Leaving:

Education

Highest Grade Completed:

High School
College
Higher Education

9 10 11 12 |
 1 2 3 4 |
 1 2 3 4 5+

Name of last school attended: _____

Degree Obtained: _____

License, Vocational or Trade Training: _____

Professional References

Please give the names of three persons, not related to you, whom you have known professionally at least three years.

Name	Email Address	Telephone	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

May we contact your present employer at this time? Yes No

Job-Related Skills and Qualifications

Please summarize your job-related skills and qualifications:

Additional Employment Inquiries

***If applying for a position that will include driving:**

If hired, can you provide a valid driver's license? Yes No

If hired, can you provide evidence of insurance or insurability, if applicable? Yes No

Applicant's Statement

THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.

Initial: _____ I certify that all the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: _____ I recognize that this employment application is not an offer of employment. I agree that if I am hired by Pearce Church, I will be an at-will employee, meaning that either the Church or I may end the employment relationship at any time with or without cause or notice. I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Pearce Church.

Initial: _____ I understand that Pearce Church may share the information contained in this application with other Church employees for employment and administrative purposes and hereby consent to such transfer.

Initial: _____ I hereby authorize, to the extent allowed by applicable federal, state and local laws, Pearce Church to conduct its own investigation of my references, employment history and education and, further, authorize the references and prior employers I have listed to disclose to the Church information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure.

Initial: _____ I understand and expressly agree that if employed by Pearce Church, storage areas provided for me (locker, desk, etc.) are open to investigation by the Church without prior notice to me.

Initial: _____ I understand that Pearce Church may not ask or require applicants to disclose past salary, wages or other compensation.

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Company and me concerning the topics addressed herein and supersedes any prior inconsistent understandings between the Company and me on such issues.

Date: _____ Applicant's Signature: _____