



**Christian Church Homes  
Of Northern California**  
California Community Housing  
Management Services, Inc.

**Date  
Received**

# Employment Application

**Instructions for Completion:**

*Application must be completed thoroughly. Please type or print clearly in blue or black ink, answer all questions, sign and date the last page. Applications that are incomplete or illegible will not be accepted.*

<b>POSITION</b>	
Position applying for: _____ Location: _____	
Date available: _____ Type of employment desired: F/t P/t On Call Temp	

<b>PERSONAL</b>	
Full Name _____ <small>Last First Middle</small>	
Present Address _____ <small># street city &amp; state zip code</small>	
Permanent Address _____ <small># street city &amp; state zip code</small>	
Home Phone: ( ) _____ Business or Day Phone: ( ) _____	
Person to be notified in case of emergency: _____ <small>Name</small>	
_____ <small>Address</small> _____ <small>Phone</small>	
1. Are you over age 18? ( )Yes ( )No (If under 18, hire is subject to verification that you are of minimum legal age.)	
2. If applying for position that requires driving, do you have a drivers license? ( )Yes ( )No	
License # _____ Expiration Date _____ Class _____ State _____	
Has your driver's license ever been revoked or suspended? ( ) Yes ( ) No	
If yes, state reason (s) why, date of revocation or suspension, and date of reinstatement. _____	
3. Can you, after employment, submit verification of your legal right to work in the United States? ( )Yes ( )No	
4. Do you currently have a relative employed by this company? ( )Yes ( )No	
Name _____ Work Location _____	

5. A "yes" to the following questions is not an automatic bar to employment. Each case is considered individually.

a. Have you ever been convicted of a felony; or misdemeanor which resulted in imprisonment? ( ) Yes ( ) No  
If yes, please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Have you ever been arrested for any criminal violation for which you are currently out on bail, on your own recognizance, or otherwise on release pending trial. ( ) Yes ( ) No If yes, please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Is there any reason you may not be able to attend work on a regular basis or be at work on time?  
( ) Yes ( ) No If yes, please explain.

\_\_\_\_\_  
 \_\_\_\_\_

7. Do you have any commitment or agreement with another employer that might affect or impact directly or indirectly your employment with Christian Church Homes? ( ) Yes ( ) No If yes, please explain.

\_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION AND SKILLS INVENTORY**

High School \_\_\_\_\_ Did you graduate? ( ) Yes ( ) No  
Name, City and State If no, do you have a GED? ( ) Yes ( ) No

Name and Location	Major	Degree Received	Date Received	Quarter Units Completed	Semester Units Completed
Colleges or Universities Attended/ Business or Trade School					

Professional Licenses; Certificates or Registrations:

\_\_\_\_\_  
License/Certificate # Licensing Board

Other skills that would qualify you for this position:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY**

List previous employment in chronological order beginning with your present or most recent employer. Include any time you were unemployed, volunteer worker or employed in military service. Please be as complete as possible. If you need more space, attach an additional page.

**Resumes will not be accepted as a substitute for completing this section.**

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Street City State Zip Code

\_\_\_\_\_ May we contact? \_\_\_\_\_  
Name & Title of Your Supervisor

Your Job Title \_\_\_\_\_ Hours Per Week \_\_\_\_\_

Your Job Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number Supervised, if any: \_\_\_\_\_ Salary \_\_\_\_\_ / \_\_\_\_\_ ( ) Hourly ( ) Weekly ( ) Monthly  
Start Finish

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Street City State Zip Code

\_\_\_\_\_ May we contact? \_\_\_\_\_  
Name & Title of Your Supervisor

Your Job Title \_\_\_\_\_ Hours Per Week \_\_\_\_\_

Your Job Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number Supervised, if any \_\_\_\_\_ Salary \_\_\_\_\_ / \_\_\_\_\_ ( ) Hourly ( ) Weekly ( ) Monthly  
Start Finish

Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Name of Previous Employer

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ May we contact? \_\_\_\_\_  
Name & Title of Your Supervisor

Your Job Title \_\_\_\_\_ Hours Per Week \_\_\_\_\_

Your Job Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number Supervised, if any \_\_\_\_\_ Salary \_\_\_\_\_ / \_\_\_\_\_ ( )Hourly ( )Weekly ( )Monthly  
Start Finish

Reason for Leaving \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Provide three professional references (*Persons not related to you, whom you have known at least one year*). Please print below.

	Name	Business Address & Phone	May we contact?
1			
2			
3			

**Applicant's Statement:**  
 I hereby certify that the information in this application is true and complete to the best of my knowledge and I understand that falsification of information in this application, misstatement, or omission is grounds for disqualification from further consideration or for dismissal from employment, regardless of the time elapsed before discovery.

I hereby authorize Christian Church Homes to thoroughly investigate my references, work records, education and other matters related to my suitability for employment. I further authorize my current employers and former employers to disclose to Christian Church Homes all documentation and other information pertaining to my employment with them. In addition, I hereby release Christian Church Homes, my current and former employers, and all other persons and companies from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Christian Church Homes reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Christian Church Homes, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer of Christian Church Homes.

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_