



## Application for Employment

**Please answer all questions, do not put "see resume"**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email: \_\_\_\_\_ Are you legally eligible for employment in the U.S.? \_\_\_\_\_

If you are under 18 years of age can you provide a work permit? \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_ Date available for work: \_\_\_\_\_

Type of employment desired (indicate all that apply):  
 Full-time      Part-time      Evenings      Days  
 Weekends      Nights      Seasonal      Temporary

**AVAILABILITY: Please indicate the times that you are usually available for work.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### EDUCATION INFORMATION

Please circle the last year of school that you completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17+

Did you complete high school?: YES \_\_\_ NO \_\_\_      DIPLOMA? YES \_\_\_ NO \_\_\_      GED? YES \_\_\_ NO \_\_\_

Name of last high school attended: \_\_\_\_\_ City & State: \_\_\_\_\_

Are you currently a student? YES \_\_\_ NO \_\_\_      Full Time \_\_\_ Part Time \_\_\_      Course of Study: \_\_\_\_\_

Are you planning to pursue further studies? YES \_\_\_ NO \_\_\_      Describe: \_\_\_\_\_

List other certifications, licenses, or specialized training: \_\_\_\_\_  
 \_\_\_\_\_

	Name	City/State	Course of Study	Years Attended	Did you Graduate	Degree Certification
College						
Business, Tech or Trade						

Other						
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## EMPLOYMENT HISTORY

List below your last four employers. Please begin with your current or most recent job first. You may include military service and volunteer activities.

**1. EMPLOYER:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address (city & state):** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_  
(mo/yr) (mo/yr)

**Salary:** start \_\_\_\_\_ end \_\_\_\_\_ **Describe your duties and responsibilities:** \_\_\_\_\_  
 \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone No. /Extension:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**2. EMPLOYER:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address (city & state):** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_  
(mo/yr) (mo/yr)

**Salary:** start \_\_\_\_\_ end \_\_\_\_\_ **Describe your duties and responsibilities:** \_\_\_\_\_  
 \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone No. /Extension:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**3. EMPLOYER:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address (city & state):** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_  
(mo/yr) (mo/yr)

**Salary:** start \_\_\_\_\_ end \_\_\_\_\_ **Describe your duties and responsibilities:** \_\_\_\_\_  
 \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone No. /Extension:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**4. EMPLOYER:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address (city & state):** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_  
(mo/yr) (mo/yr)

**Salary:** start \_\_\_\_\_ end \_\_\_\_\_ **Describe your duties and responsibilities:** \_\_\_\_\_  
 \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone No. /Extension:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Reason for leaving:**

Please write the number(s) of any employer(s) you do not want us to contact:: \_\_\_\_\_

If your name has changed or you have gone by another name during any periods of employment, please list name(s):  
\_\_\_\_\_

Have you ever been convicted of a crime or violation, other than a minor traffic infraction? \_\_\_\_\_

If yes, give dates and explain \_\_\_\_\_  
\_\_\_\_\_

CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.

**Name of Church:**

**Number of Years Attending:**

**Involvement:**

**REFERENCES**

*List three personal references who are not related to you.  
Please list at least 1 pastoral reference and at least 1 work history reference.*

Name	Phone Number	Email	Occupation/ Relationship	Length of time known

**To you, personally, who is Jesus Christ?**

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

**Please use the space below to share your Christian testimony, please use additional paper as needed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Have you served in the military?** YES \_\_\_ NO \_\_\_ Branch served: \_\_\_\_\_ Rank: \_\_\_\_\_  
Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_ Training received, duties performed, and skills acquired: \_\_\_\_\_

**If you speak a language, other than English, please indicate that language and your proficiency level:**

Language: \_\_\_\_\_ Fluent: \_\_\_ Conversational: \_\_\_ Basic: \_\_\_  
Language: \_\_\_\_\_ Fluent: \_\_\_ Conversational: \_\_\_ Basic: \_\_\_

**Using a scale of 1 to 5 (1=low, 3=proficient, 5=able to teach others), rate your knowledge/ability of the following computer programs:**

Microsoft Word: \_\_\_ Microsoft Excel: \_\_\_ Outlook: \_\_\_ PowerPoint: \_\_\_ Publisher: \_\_\_ Other: \_\_\_\_\_

**If you are applying for or interested in a position that may require you to drive, please answer the following questions:**

Do you have a valid Pennsylvania driver's license? \_\_\_ If so, what class(es)? \_\_\_\_\_

Have you had any driving accidents or violations in the past three years? \_\_\_\_\_

If so, please provide specifics: \_\_\_\_\_

Have you had experience driving:

15-passenger vans \_\_\_ Forklifts: \_\_\_ Trucks (16' box, 17,000 GWV or larger): \_\_\_ Other: \_\_\_\_\_

**Please state any additional information that you'd like us to know and/or think may be helpful to us in considering your application:**

## APPLICANT'S CERTIFICATION

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by Water Street Mission or any of its agents unless I have indicated on this form to the contrary.

I understand and agree that:

- Any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on: 1) the provision of satisfactory proof of identity and legal authority to work in the USA; 2) the ability to authorize and successfully pass required testing and background investigation(s) including, but not limited to a drug test and criminal background investigation.
- A routine inquiry may be made during the processing of this application and I authorize Water Street Mission and their representatives to consult with administrators/supervisors/references and academic institutions with which I have been associated and with others who may have information bearing on my professional competence.

I release from liability Water Street Mission as well as any and all individuals, corporations or organizations for furnishing such information.

I understand that because Water Street Mission (WSM) is a Christian organization whose purpose is to share the gospel of Jesus Christ, employment with Water Street Mission is subject to acceptance, agreement, and subscription to our Statement of Faith, Code of Conduct, and Qualifications for Employment upon hire and continuously while employed with WSM. If employed by Water Street Mission, I agree to conform to the rules and standards of Water Street Mission and I acknowledge that employment is always AT WILL and can be terminated with or without cause or notice, at any time, either at my option or at the option of Water Street Mission.

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(Signature)

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(Date)

*Water Street Mission is a 501(c)3 charitable, non-profit Christian organization. Water Street Mission has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964 as amended, concerning religious discrimination in employment, which we exercise in our hiring. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. It is the policy of Water Street Mission to grant equal opportunities for employment to all qualified individuals without regard to race, color, sex, national origin, age (40+), genetic information, ancestry, handicap or disability, the use of a guide or support animal because of the blindness, deafness, or physical handicap of the user or because the user is a handler or trainer of support or guide animals is hereby recognized as and declared to be a civil right or any other applicable characteristic protected by law.*