



THE FOUNDRY
PUBLISHING

Application for Employment

For office use only

Attachments

- Resume
- Reference Checks
- Interview Questions
- _____

Tests

- Wonderlic Personnel
- Number Perception
- Number Series
- Name Finding

Date of application ____/____/____

General Information

Please Print

Name _____ Social Security Number _____
(Last) (First) (Middle Initial)

Phone _____ Cell _____ E-mail _____

Street Address _____

(City)

(State)

(Zip)

Position(s) applied for _____

Full-Time Part-Time Temporary Date available for work ____/____/____

What hourly wage would you require? \$_____

If you are 16 or under, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If yes, give date ____/____

If hired, can you furnish proof that you are legally eligible for employment within the United States? Yes No

Name personal acquaintances in our employ _____

Are you a member of a church? Yes No What denomination? _____

Have you applied at Nazarene International Center? Yes No

Have you applied at Nazarene Theological Seminary? Yes No

Education

| School | Name and location of school | Course of study | Did you graduate? | Degree |
|-------------|-----------------------------|-----------------|--|--------|
| High School | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| College | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Graduate | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Employment Experience

Start with your most recent or present job. Include all jobs and military service. Use extra pages if necessary.

| | |
|-----------------------------|--|
| Employer _____ | Telephone (____) _____ - _____ |
| Address _____ | Employed - (Give month and year) From _____ To _____ |
| Name of Supervisor _____ | <input type="checkbox"/> Weekly pay <input type="checkbox"/> Hourly Rate (Check one) Start _____ Last _____ |
| Job title and work _____ | Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary |
| Reason for leaving: _____ | |

| | |
|-----------------------------|--|
| Employer _____ | Telephone (____) _____ - _____ |
| Address _____ | Employed - (Give month and year) From _____ To _____ |
| Name of Supervisor _____ | <input type="checkbox"/> Weekly pay <input type="checkbox"/> Hourly Rate (Check one) Start _____ Last _____ |
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| Reason for leaving: _____ | |

Explain all gaps in employment.

Skills and Qualifications

| | | |
|---|--|---|
| Office Skills Typing wpm _____ | <input type="checkbox"/> Shorthand wpm _____ | <input type="checkbox"/> Data entry? System _____ |
| Adding machine (10 key) <input type="checkbox"/> Sight <input type="checkbox"/> Touch _____ | | <input type="checkbox"/> Electronic Spreadsheet _____ |
| Computer Experience | | |
| <input type="checkbox"/> PC <input type="checkbox"/> Macintosh Software _____ | | |
| Programming languages _____ | | |

Character References

| | | |
|---------------|------------------|--------------------------|
| Name _____ | Occupation _____ | Relationship _____ |
| Address _____ | | Phone (____)____ - _____ |
| Name _____ | Occupation _____ | Relationship _____ |
| Address _____ | | Phone (____)____ - _____ |
| Name _____ | Occupation _____ | Relationship _____ |
| Address _____ | | Phone (____)____ - _____ |

Authorization/Release

I understand and agree that a background review may be conducted with respect to me for the position I am seeking and that the information I have provided the organization may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. **Background screening may include but not be limited to: former employers; business relationships; personal and business references; schools attended; credit bureau; motor vehicles; public record; state and county criminal records; 5-15 year background investigations.**

I agree to release from liability any damages The Foundry Publishing and its agent(s) who conduct and participate in any such review and those individuals, organizations and their agent(s) who provide information about me during this review, only to the extent that such information is released without malicious intent. I authorize all persons to treat a photocopy of this Authorization as though it were an original, executed document.

I authorize all past and present employers and educational institutions to release information about my work history and education for use in determining my qualifications for this position.

I agree and understand that if hired, I will conform to the rules and regulations of the company and the current Church of the Nazarene Manual, and understand that if hired I will be a "terminable-at-will" employee, and that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either the company or myself.

By signing this application, I certify that I have read and understand all parts of it and that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein is grounds for immediate termination, regardless of when such falsification may be discovered.

Printed Name _____ Signature _____

Dated this _____ day of _____, 20____ at _____ (place)

Address _____

Social Security Number _____



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