

SCRIPTURE UNION USA

Employment Application Form

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

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PLEASE COMPLETE PAGES 1-5. DATE _____

Name _____
Last First Middle

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____
 (Be specific)

Days/hours available to work (office hours are M-F 8:30-5:00) Field Staff hours are variable.
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work evenings? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When can you start? _____

| TYPE OF SCHOOL | NAME OF SCHOOL | LOCATION (Complete mailing address) | NUMBER OF YEARS COMPLETED | MAJOR & DEGREE |
|----------------------|----------------|--|---------------------------|----------------|
| High School | | | | |
| College | | | | |
| Bus. or Trade School | | | | |
| Professional School | | | | |

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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APPLICATION FOR EMPLOYMENT

DO YOU USE ILLEGAL DRUGS? Yes No WILL YOU TAKE A DRUG TEST? Yes No

HAVE YOU EVER BEEN CHARGED WITH CHILD ABUSE? Yes No

If yes, please explain: _____

ARE THERE CIRCUMSTANCES THAT WE SHOULD BE AWARE OF REGARDING YOUR ABILITY TO WORK WITH CHILDREN OR TO BE TRUSTED WITH CHILDREN? Yes No

If yes, please explain: _____

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you been involved in any driving accidents during the past three years? Yes No If Yes, How many? _____

Have you had any moving violations during the past three years? Yes No If Yes, How Many? _____

REFERENCES

Please list two references other than relatives or previous employers.

| | |
|---------------------|---------------------|
| Name _____ | Name _____ |
| Position _____ | Position _____ |
| Company _____ | Company _____ |
| Address _____ | Address _____ |
| _____ | _____ |
| Telephone () _____ | Telephone () _____ |

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

| Name of employer Address City, State, Zip Code Phone number | Name of last supervisor | Employment dates | Pay or salary |
|--|-------------------------|------------------|---------------|
| | | From | Start |
| | | To | Final |
| Your last job title: | | | |

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer? Yes No

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WHY ARE YOU SEEKING THIS POSITION?: Please provide a brief statement explaining your reasons in applying for this position.

Describe what it means to be a Christian and how you became one:

CHURCH ACTIVITIES: Please tell us about your involvement in your church.

YOUR DEVOTIONAL HABITS: Tell us about your Bible reading and prayer habits

AFFIRMATION: I have answered all of the above questions thoughtfully and honestly. I declare my personal faith in Jesus Christ as my Savior and Lord. I am in agreement with Scripture Union's 'Working Principles' and 'Statement of Faith'? I am prepared to devote my agreed time and energy to fulfill the work assigned to me by Scripture Union/USA.

Signature of Applicant

Date:

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PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Scripture Union USA (hereinafter called "the Company"), I authorize:

Investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Scripture Union USA permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Scripture Union USA from any liability as a result of such contact. I also understand that Scripture Union may obtain a Criminal background check especially if I will be working with children.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____

Scripture Union is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

If you would like to send current resume and any other information that you feel will help us understand your qualifications for this position please enclose them with your application.

Send the complete and signed application along with any other information to:

**Human Resources
Scripture Union
P.O. Box 987#1
Valley Forge PA 19482**