

**EMPLOYMENT APPLICATION**  
 Christ Church of Plano, Inc.  
 4550 Legacy Drive, Plano ,TX 75024

Christ Church of Plano is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

(PLEASE PRINT IN INK)

<b>Position(s) Applied For</b>	<b>Date of Application</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number</b>	<b>Alternate Number</b>		
<b>How Did You Hear About this Job Opening?</b>			

Are you legally eligible to work in the United States? YES [ ] NO [ ]

*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18 years? YES [ ] NO [ ]

*(If no, you may be required to provide authorization)*

Can you with or without reasonable accommodation perform the essential functions of this job? *(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)* YES [ ] NO [ ]

Have you ever applied to Christ Church Plano before? *(If yes, please give date.)* YES [ ] NO [ ]

Have you ever worked for Christ Church Plano before? *(If yes, please give date.)* YES [ ] NO [ ]

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, and other crimes of violence or theft, other than a minor traffic violation)? YES [ ] NO [ ]

If yes, please explain fully: \_\_\_\_\_  
 \_\_\_\_\_

Do you have a valid driver's license? *(For driving positions only.)* YES [ ] NO [ ]

Have you been convicted of any moving violations in the past five years? YES [ ] NO [ ]

If yes, please explain: \_\_\_\_\_

Is anyone related to you employed by Christ Church of Plano? YES [ ] NO [ ]

If yes, please give their name and relationship to you. \_\_\_\_\_

What salary or rate of pay do you expect to receive if employed? \_\_\_\_\_ per \_\_\_\_\_

Have you ever been fired or asked to resign from a job? YES [ ] NO [ ]

If yes, please explain. \_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

**EDUCATION**

	<b>Name and Location of School</b>	<b>Course of Study or Major</b>	<b># of Years Completed</b>	<b>Diploma/Degree</b>
<b>Elementary or High School</b>				
<b>College</b>				
<b>Graduate School or Seminary</b>				
<b>Vocational</b>				

Please list any academic honors, scholarships, offices held, etc. (*Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.*)

Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? YES [ ] NO [ ]

Please give dates and explanation:

**EMPLOYMENT HISTORY** If available, a resume may be attached for this portion of the application. *Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Christ Church of Plano.*

<b>Company Name</b>	<b>Employment Dates</b> From      To	<b>Salary</b> Start   End \$        \$	<b>Name and Title of Supervisor</b>
<b>Address</b>			
<b>Phone</b>	<b>Describe your duties:</b>		
<b>Reason for leaving and explanation</b>			
<b>Company Name</b>	<b>Employment Dates</b> From      To	<b>Salary</b> Start   End \$        \$	<b>Name and Title of Supervisor</b>
<b>Address</b>			
<b>Phone</b>	<b>Describe your duties:</b>		
<b>Reason for leaving and explanation</b>			
<b>Company Name</b>	<b>Employment Dates</b> From      To	<b>Salary</b> Start   End \$        \$	<b>Name and Title of Supervisor</b>
<b>Address</b>			
<b>Phone</b>	<b>Describe your duties:</b>		
<b>Reason for leaving and explanation</b>			

**REFERENCES** (Please list three persons, who are not related to you, who can provide professional references.)

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Relationship / Occupation</b>	<b>Years Known</b>

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**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Christ Church of Plano, Inc. (hereinafter referred to as "Christ Church of Plano") that such employment with Christ Church of Plano is at will, for no specified duration and may be terminated by either Christ Church of Plano or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Christ Church of Plano or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Christ Church of Plano has the authority to enter into any verbal agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by an authorized representative of Christ Church of Plano.

In consideration for employment with Christ Church of Plano, if employed, I agree to conform to the rules, regulations, policies and procedures of Christ Church of Plano at all times and understand that such compliance is a condition of employment. I understand that due to the nature of Christ Church of Plano business, attendance and punctuality are considered essential requirements of every job at Christ Church of Plano and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Christ Church of Plano, background checks and additional reference checks may be required as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize representatives of Christ Church of Plano to contact any individual who can attest to my abilities for, and potential performance in, the job for which I am applying. This includes, but is not limited to, references I have provided as part of the job application as well as former supervisors and/or management people in companies/organizations I have worked for in the past. I also authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Christ Church of Plano and/or any of its representatives and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

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Signature

Date

**Christ Church of Plano IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**