



# Application for Employment

CROS Ministries' policy is to provide equal employment opportunity to all applicants for employment without regard to race, color, religion, national origin, disability, gender, veteran status, marital status, sexual orientation, age, or other unlawful discriminatory characteristics as defined in federal, state, or local laws.

## PERSONAL INFORMATION

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

*If less than 5 years at current address, list previous address*

Address \_\_\_\_\_  
Street City State Zip

Home Phone Cell Phone E-mail Address

Position Applying For: \_\_\_\_\_ Date Available for Work \_\_\_\_\_

Desired Salary: \$ \_\_\_\_\_ Are you currently employed? YES NO

- |  |     |    |
|--|-----|----|
| 1. Are you a U.S. citizen?   | YES | NO |
| 2. Can you provide proof of eligibility to work in the U.S.?                                       | YES | NO |
| 3. Are you able to perform the duties of the position with reasonable accomodation?                | YES | NO |
| 4. Do you have a valid driver's license?   | YES | NO |
| 5. Do you have a legal and functional vehicle?   | YES | NO |
| 6. Have you ever been convicted of, or plead guilty or nolo contendere, or no contest, to a crime? | YES | NO |
| 7. Are you currently awaiting trial, sentencing, or other disposition of a criminal charge?        | YES | NO |

If you answered yes to 6 or 7, please explain the situation and disposition.

## EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: \_\_\_\_\_

## EMPLOYMENT

Please list your work experience for the past five years beginning with your most recent job held. You should account for time unempoloyed and include volunteer work. If self-employed, give firm name.

Current/Last Employer Name	Employment Dates
	From:                      To:
Address	Pay or Salary
	Start:                      Final:
City/State/Zip	Phone
Your last job title	Supervisor Name

List your primary responsibilities, skills, and accomplishments with this job

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List your reason for leaving (be specific)

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May we contact them?    YES    NO

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Employer Name	Employment Dates
	From:                      To:
Address	Pay or Salary
	Start:                      Final:
City/State/Zip	Phone
Your last job title	Supervisor Name

List your primary responsibilities, skills, and accomplishments with this job

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List your reason for leaving (be specific)

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May we contact them?    YES    NO

Employer Name	Employment Dates
	From:                      To:

Address	Pay or Salary
	Start:                      Final:

City/State/Zip	Phone

Your last job title	Supervisor Name

List your primary responsibilities, skills, and accomplishments with this job

List your reason for leaving (be specific)

May we contact them?    YES    NO

Employer Name	Employment Dates
	From:                      To:

Address	Pay or Salary
	Start:                      Final:

City/State/Zip	Phone

Your last job title	Supervisor Name

List your primary responsibilities, skills, and accomplishments with this job

List your reason for leaving (be specific)

May we contact them?    YES    NO

In addition to your work experience, are there other skills, qualifications, or experience that we should consider?

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**REFERENCES**

List three personal references, not related to you, who have known you for more than one year.

Name	Phone	Years Known

Address/City/State/Zip

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Name	Phone	Years Known

Address/City/State/Zip

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Name	Phone	Years Known

Address/City/State/Zip

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It is the policy of CROS Ministries that newly hired employees will not begin work in any position until reference checks are complete and background check results are returned. All employees are subject to criminal history check, driver's license check, and any other background check deemed necessary for the position or for the protection of the organization. Evaluations will be made on a case-by-case determination, based on legal requirements and/or standards for the position, or the nature of the conviction and the job.

**ACKNOWLEDGMENT & AUTHORIZATION**

**Please read before signing:**

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I agree that CROS Ministries and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. I understand that employment is "at will," which means that either I or CROS Ministries can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to CROS Ministries that verifies my right to work in the United States.

I hereby acknowledge that I have read and understand the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date