

Birmingham First Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and / or interview process should notify the Human Resources Department, 248-646-1200 ext. 3133.

Name _____
Last First Middle

Address _____

Phone _____ Cell _____ E-mail _____

Position(s) applied for _____ Date of application ____/____/____

Type of employment desired: full-time part-time temporary seasonal intern

Date available for work ____/____/____ What is your desired salary range? \$ _____

Driver's license number required if driving may be required in the job for which you are applying _____ State _____

Are you legally eligible for employment in this country? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

If **no**, please explain _____

Have you ever been employed here before? If **yes**, give dates and positions: _____ Yes No

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No

If **yes**, additional information may be requested.

Referral Source (How did you hear about us?) _____

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Employment History

Starting with your most recent employer, provide the following information

Employer	Telephone	Month	Year	Month	Year
Street Address		Dates employed: ____/____/____ to ____/____/____			
Starting job title / final job title		Compensation (starting)			
Immediate supervisor and title (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per			
Why did you leave?		Commission/Bonus/Other Compensation \$ _____			
Summarize the type of work performed and job responsibilities		Compensation (final)			
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per			
		Commission/Bonus/Other Compensation \$ _____			

Employer	Telephone	Month	Year	Month	Year
Street Address		Dates employed: ____/____/____ to ____/____/____			
Starting job title / final job title		Compensation (starting)			
Immediate supervisor and title (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per			
Why did you leave?		Commission/Bonus/Other Compensation \$ _____			
Summarize the type of work performed and job responsibilities		Compensation (final)			
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per			
		Commission/Bonus/Other Compensation \$ _____			

Employer	Telephone	Month	Year	Month	Year
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Why did you leave?		Commission/Bonus/Other Compensation \$ _____			
Summarize the type of work performed and job responsibilities		Compensation (final)			
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per			
		Commission/Bonus/Other Compensation \$ _____			

Background

Have you at any time ever been convicted of, or pleaded guilty or no contest to, any crime? **Yes or No**

Have you at any time ever participated in, or been accused, convicted, or pleaded guilty or no contest to abuse or any sexual misconduct? **Yes or No**

Are you aware of having any traits or tendencies that could pose any threat to children, youth, or others? **Yes or No**

Are you aware of any reason why you should not work with children, youth, or others? **Yes or No**

If the answer to any of the above questions is "yes," please explain in detail:

References

List names and contact information of three business / work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Relationship to you	Phone	E-mail	# of years known

Education

Starting with your most recent school attended, provide the following information:

School (include City & State)	Years Completed	Completed	GPA / Class rank	Major / minor
		<input type="checkbox"/> diploma <input type="checkbox"/> degree _____ <input type="checkbox"/> GED <input type="checkbox"/> certification _____ <input type="checkbox"/> <input type="checkbox"/> other _____		
		<input type="checkbox"/> diploma <input type="checkbox"/> degree _____ <input type="checkbox"/> GED <input type="checkbox"/> certification _____ <input type="checkbox"/> <input type="checkbox"/> other _____		
		<input type="checkbox"/> diploma <input type="checkbox"/> degree _____ <input type="checkbox"/> GED <input type="checkbox"/> certification _____ <input type="checkbox"/> <input type="checkbox"/> other _____		

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the church, its representatives, employees or agents to contact and obtain information for all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this church does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the church and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the church is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the **Chair of the Staff Parish Relations Committee**.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

This church does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability or any other protected status under applicable federal, state, or local law. This church likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age disability, or any other protected status. The church takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in immediate discharge from the church's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant _____ Date _____ / _____ / _____