

Application for Employment

Print or type all information requested.			Date
Name (last, first, middle)			Application number
Social Security number	Referred by		Code
Address (street and number)		Telephone number	Alternate telephone number
City, state, zip code		Fax number	E-mail address
Are you under 16 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Church employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Church employment dates From To	Department (if previous employee)
Relative(s) in Church employment (name)	Relationship	Department	Type of employment desired <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer work
Wage desired			

Position

To be considered as an applicant, you must communicate which job you are specifically applying for. This requirement also applies to any subsequent job openings that become available.

Position desired	Request number	Date	Position desired	Request number	Date

Education

Highest grade completed
High school ☐ 8th ☐ 9th ☐ 10th ☐ 11th ☐ 12th College or trade school ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th Graduate school ☐ 1st ☐ 2nd ☐ 3rd

Last high school attended (name and address)

Grade point average

Name and address of college, university, or other educational institution	Course or major	Grade average	Degree received

Language Ability and Special Training

Foreign languages	Understand			Speak			Read			Foreign languages	Understand			Speak			Read		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair		Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair

Typing WPM Shorthand WPM Dictation equipment experience? ☐ Yes ☐ No Other skills?

Other skills (including P.C. and software skills)

Technical training, certification, etc.

Church Activity		Worthiness checked		Date:	Initials:
Present ward	Present stake	Present bishop	Present bishop's telephone number		
Previous ward	Previous stake	Previous bishop	Previous bishop's telephone number		
Are you worthy to hold a temple recommend? <input type="checkbox"/> Yes <input type="checkbox"/> No		Present Church responsibility			
Are you a returned missionary? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of mission			
Past Church positions held					

Reason for Seeking Church Employment

[illegible]

Account for the past ten years minimum and complete all information
(use an additional sheet if necessary)

Employed
(month and year)

Base pay

Company name	Telephone number	Supervisor's name and title	From	\$	per
Address (street, city, state)			To	\$	per

Your position and duties	Reason for leaving

Company name	Telephone number	Supervisor's name and title	From	\$	per
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Address (street, city, state)	To	\$	per
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Your position and duties	Reason for leaving

Company name	Telephone number	Supervisor's name and title	From	\$	per
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Address (street, city, state) _____ To _____ \$ _____ per _____

Your position and duties	Reason for leaving
<p>1. <i>Position and duties</i></p> <p>2. <i>Reason for leaving</i></p>	<p>1. <i>Position and duties</i></p> <p>2. <i>Reason for leaving</i></p>

Company name	Telephone number	Supervisor's name and title	From	\$	per
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Address (street, city, state)	To	\$	per
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Your position and duties	Reason for leaving
<p>1. <i>Position and duties</i></p> <p>2. <i>Reason for leaving</i></p>	<p>1. <i>Position and duties</i></p> <p>2. <i>Reason for leaving</i></p>

Company name	Telephone number	Supervisor's name and title	From	\$	per
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Address (street, city, state) _____ To _____ \$ _____ per _____

Your position and duties	Reason for leaving
<p>1. <i>Position and duties</i></p> <p>2. <i>Reason for leaving</i></p>	<p>1. <i>Position and duties</i></p> <p>2. <i>Reason for leaving</i></p>

Company name	Telephone number	Supervisor's name and title	From	\$	per
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Address (street, city, state) To \$ per

Your position and duties	Reason for leaving

Company name	Telephone number	Supervisor's name and title	From	\$	per
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Address (street, city, state)	To	\$	per

Your position and duties	Reason for leaving

Company name	Telephone number	Supervisor's name and title	From	\$	per
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Address (street, city, state)	To	\$	per
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Your position and duties	Reason for leaving

Company name	Telephone number	Supervisor's name and title	From	\$	per
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Address (street, city, state)	To	\$	per
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Your position and duties	Reason for leaving

Other Information

Have you ever been convicted of any crime(s) other than minor traffic violations?

☐ Yes☐ No

If yes, explain conditions surrounding all convictions.

I realize it is a sacred responsibility to be an employee of The Church of Jesus Christ of Latter-day Saints. I will strive for daily excellence in my work. I am now eligible for a temple recommend. If my eligibility for a temple recommend changes, I will advise the proper authorities. I am aware that in such an event I may be dismissed from Church employment.

I give my permission for the Church Human Resource Department to contact my present employer (☐ Yes ☐ No), my previous employers (☐ Yes ☐ No), and other persons (☐ Yes ☐ No) to discuss my background, past performance, or suitability for employment. I release each person providing information from liability for providing information to the Church.

I understand the Church is a non-profit organization and does not provide unemployment compensation insurance except in states where it is required by law (i.e., Hawaii, New York, and Oregon).

I certify that all information furnished on this application form is accurate and complete to the best of my knowledge and belief. I have accounted for all my employed and unemployed time during the last ten years. I understand that any misrepresentation or omission of fact, as stated and/or implied, on this application form or any other employment form is sufficient reason not to hire me or may be reason for immediate dismissal.

Signature of applicant	Date
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