



10221 ELLA LEE LANE  
HOUSTON, TX 77042  
713-781-7615 FAX 713-781-3027

## EMPLOYMENT APPLICATION

### GENERAL INFORMATION

Name: \_\_\_\_\_

Street: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Have you previously applied for a position at Grace Presbyterian Church?  Yes  No If yes, when?

Are you seeking  part-time  full-time work?

Position desired? \_\_\_\_\_

Are you currently employed?  Yes  No

May your present employer be contacted regarding this application?  Yes  Not at this time

### EDUCATION

School	Name and Location of School	Course of Study	Number of Years Completed	Did You Graduate?	Degree or Diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	



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## REFERENCES

Please list four references (including your current, or most recent supervisor) who can speak to your character, qualifications, background and work experience.

Name	Email Address	Telephone	Relationship

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## PERSONAL

Please describe your special talents, interests, and/or hobbies. \_\_\_\_\_

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Have you ever pled guilty, no contest (nolo contendere) or been convicted of any offense  Yes  No  
If yes, list all offenses, nature of offense and where they occurred.

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All new employees will be required to verify eligibility to work by completing an INS Form I-9. If hired, can you verify your authorization to work in the United States?  Yes  No

Are you 18 years or older?  Yes  No

Have you ever been asked to resign or been discharged from any position?  Yes  No

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## OBJECTIVE

Discuss your reasons for seeking a position at Grace Presbyterian Church \_\_\_\_\_

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**FAITH STATEMENT**

I believe in God the Father, Jesus Christ as God Incarnate, and the Holy Spirit as the giver and sanctifier of life. I confess my faith in Jesus Christ as personal Lord and Savior and will strive to reflect the love of Christ and Christian values in my personal and professional life.

Please confirm your belief in the Faith Statement by signing your name.

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Signature

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Date

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I certify that the above responses are true and correct to the best of my knowledge and belief. I understand that Grace Presbyterian Church intends to rely upon these responses in determining acceptability for employment and agree that, if I am employed by Grace Presbyterian Church, my failure to provide correct responses shall be the basis for immediate dismissal from employment.

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Signature

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Date

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Employment at Grace Presbyterian Church is by mutual consent between you and Grace Presbyterian. Consequently, the employee and Grace Presbyterian have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment of will relationship will remain in effect throughout your employment with Grace Presbyterian.

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**RETURN TO:**

Director of Human Resources  
Grace Presbyterian Church  
10221 Ella Lee Lane  
Houston, TX 77042

Phone: (713) 267-8707  
Fax: (713) 781-3027  
Office Hours: 8:30 a.m.-4:30 p.m. weekdays

Notes:

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