



# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, gender, national origin, age, disability, marital or veteran status. However, applicant must be a Christian and a member of Faith Landmarks Ministries.

## PLEASE PRINT

Position(s) Applied For			Date of Application		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other _____	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip
Day time Phone:		Mobile Phone:		Email :	

If you are under 18 of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
 If "Yes," give Date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If "Yes," give Date \_\_\_\_\_

May we contact your present employer and request a reference?  Yes  No

If hired are you able to submit proof that you are eligible for employment in the United States?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Evenings & Weekends

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if your job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

If "Yes," please explain \_\_\_\_\_

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, professional licenses, certifications, apprenticeship, skills, extracurricular activities and any job-related training received in the United States military.


**Employment References**

<b>1.</b>	( )
Name	Phone #
Address	
<b>2.</b>	( )
Name	Phone #
Address	
<b>3.</b>	( )
Name	Phone #
Address	

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, disabilities, or any other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				Work Performed
Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	Work Performed
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				Work Performed
Job Title		Hourly Rate/Salary		
Starting		Starting	Final	Work Performed
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				Work Performed
Job Title		Hourly Rate/Salary		
Starting		Starting	Final	Work Performed
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				Work Performed
Job Title		Hourly Rate/Salary		
Starting		Starting	Final	Work Performed
Reason for Leaving				

**If you need additional space, please continue on a separate sheet of paper.**

<p>List professional, trade, business or civic activities and offices held. <i>You may exclude membership which would reveal gender, race, national origin, age, ancestry, disability, or other protected status:</i></p>

# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.


## Specialized Skills

Check Skills/Equipment Operated

_____ PC	_____ Word	Production/Mobile Machinery (list):	Other (list):
_____ FAX	_____ Excel		
_____ Other			

State any additional information you feel may be helpful to us in considering your application.


Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Are you capable of performing, in a reasonable manner, or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes       No

All employees of Faith Landmarks Ministries are required to sign and abide by a **Code of Honor** and morality based on the **Word of God**. Employees are also required to allow us to check references and approve a background check through the Virginia State Police. If offered a job, are you willing to sign the code, allow references to be checked and approve the background check?

Employment at Faith Landmarks Ministries is "at will" which means that the employee or FLM may terminate employment at any time, for any reason, with or without notice.

Yes       No

Signature: \_\_\_\_\_

**Notes:**