



MorningStar Fellowship Church

375 Star Light Drive

RETURN APPLICATION TO (If Known): [Dept.] _____ [Contact Person] _____

PLEASE NOTE: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. MORNINGSTAR RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

1. APPLYING FOR:

Job Description: _____

Seeking Full-time or Part-time Employment? _____

2. HOW DO WE CONTACT YOU?

Your Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____ **Country:** _____

Home Phone: _____ **Day Phone:** _____

E-mail Address: _____

3. TELL US ABOUT YOUR EDUCATION:

High School: (Name/Location) _____

Diploma? _____ *Highest Grade Completed:* _____

Undergraduate College/University: (Name/Location) _____

Degree Type Received: _____

Pertinent Undergraduate Courses: _____

If Not Graduated, Give Total Credit Received: _____

Post Secondary School: (Name/Location) _____

Certificate/Diploma Type Received: _____

Graduate School: (Name/Location) _____

Degree Type Received: _____

Pertinent Graduate Courses: _____

If Not Graduated, Give Total Credit Received: _____

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing speed and computer software proficiency). A resume may be attached:

4. TELL US ABOUT YOUR WORK EXPERIENCE:

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. All information in this section must be complete. A resume may be attached.

1. Name of Present or Past Employer: _____
Address: _____ **Phone:** _____
Job Title: _____ **Supervisor's Name:** _____
Employed Dates: From _____ To _____ **May we Contact This Employer?** _____
Hours Worked Per Week: _____ **Annual Salary or Wage Per Hour:** _____
Job Duties (List Duties): _____

Reason for Leaving:

2. Your Next Most Recent Employer: _____
Address: _____ **Phone:** _____
Job Title: _____ **Supervisor's Name:** _____
Employed Dates: From _____ To _____ **May we Contact This Employer?** _____
Hours Worked Per Week: _____ **Annual Salary or Wage Per Hour:** _____
Job Duties (List Duties): _____

Reason for Leaving:

3. Your Next Most Recent Employer: _____
Address: _____ **Phone:** _____
Job Title: _____ **Supervisor's Name:** _____
Employed Dates: From _____ To _____ **May we Contact This Employer?** _____
Hours Worked Per Week: _____ **Annual Salary or Wage Per Hour:** _____
Job Duties (List Duties): _____

Reason for Leaving:

4. Your Next Most Recent Employer: _____
Address: _____ **Phone:** _____
Job Title: _____ **Supervisor's Name:** _____
Employed Dates: From _____ To _____ **May we Contact This Employer?** _____
Hours Worked Per Week: _____ **Annual Salary or Wage Per Hour:** _____
Job Duties (List Duties): _____

Reason for Leaving:

5. TELL US MORE ABOUT YOURSELF:

What is your past or current involvement with MorningStar Fellowship Church?

Your Work References (Names/Contact Info):

- 1. _____
- 2. _____
- 3. _____

MorningStar Personal References (Names/Contact Info):

- 1. _____
- 2. _____
- 3. _____

Have you ever been convicted of a criminal offense?

Note: Omit vehicle violations. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

If yes, please list charges(s):

Where & When convicted:

Disposition/Status:

Are you legally authorized to work in the United States?

Have you ever been terminated or forced to resign from any job?

If yes, please explain:

PLEASE CAREFULLY READ THE FOLLOWING STATEMENT

Certification of Applicant:

By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature: _____ Date: _____