



1151 Century Tel Drive, Wentzville, MO 63385
Phone: 314-838-8858/314-921-9290 Web: urshancollege.org
ugst.edu

APPLICATION FOR EMPLOYMENT

| FOR OFFICE USE |
|------------------|
| Dept: _____ |
| Position: _____ |
| Rate: _____ |
| Hire date: _____ |

Please print all information requested except signature.

PERSONAL DATA

Date: _____ Social Security Number _____

Name: _____ Telephone: _____
Last First Middle

Present Address: _____ Email Address: _____
Street Address

_____ How long at this address? _____
City State Zip

Previous address _____ How long at this address? _____
Street Address

_____ How long at this address? _____
City State Zip

State age if under 18: _____

NOTE: If employed, you will be required to complete a Form I-9 and provide proof of citizenship or immigration status.

Are you a member in good standing of a United Pentecostal Church? Yes No

Are you baptized in the Holy Spirit (Acts 2:4)? Yes No

Have you been baptized by immersion in the name of Jesus Christ? Yes No

Name of church you attend: _____ Pastor: _____

Please check services you attend regularly: Sunday School Morning Worship Sunday Evening
 Midweek Service Youth Service

If active in church work, please list activities: _____

Do you hold or have you ever held ministerial credentials with this or any other religious organization? If yes, please give name of organization and date. _____

Position applied for: _____ Rate of pay expected: _____

Are you applying for a position with a specific department? _____ If so, which? _____

Type of employment desired: Fulltime Part-time Temporary

Have you been previously employed by us? Yes No If yes, when? _____

Are you presently employed? Yes No

May we contact your present employer? Yes No

Have you ever been convicted of a crime? Yes No

Are you a student? Yes No If yes, specify school. _____

If hired, on what date would you be available for work? _____

If unavailable for fulltime work, what days/hours are you available? _____

What is your means of transportation to work? _____

EDUCATION

| TYPE OF SCHOOL | NAME AND LOCATION | MAJOR COURSE | MINOR COURSE | CIRCLE LAST YEAR COMPLETED | YEAR GRADUATED |
|--------------------------|-------------------|--------------|--------------|----------------------------|------------------|
| High School | | XXXXX | XXXXX | 1 2 3 4 | XXXXX |
| College | | | | 1 2 3 4 | Year: Degree: |
| College | | | | 1 2 3 4 | Year: Degree: |
| Business or Trade School | | | | 1 2 3 4 | |
| Other (Specify) | | | | | |

MILITARY

Have you ever been in the Armed Forces? Yes No Which branch? _____

Date entered _____ Discharge date _____

Please list any special training you received in the military. _____

PERSONAL REFERENCES

Please list three references other than relatives or previous employers.

| NAME AND OCCUPATION | ADDRESS | PHONE NUMBER |
|---------------------|---------|--------------|
| | | |
| | | |
| | | |

EMPLOYMENT HISTORY

Please list your work experience beginning with your most recent job held. If self-employed, please give firm name. If additional space is needed, you may continue on a separate sheet of paper.

| | | | |
|--|-------------------------|------------------|----------------|
| Name of Employer Address City/State/Zip Code Phone Number | Name of Last Supervisor | Employment Dates | Pay or Salary |
| | | From To | Start Final |
| | Last job title | | |
| Reason for leaving (be specific) | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | | |

| | | | |
|--|-------------------------|------------------|----------------|
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| | | From To | Start Final |
| | Last job title | | |
| Reason for leaving (be specific) | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | | |

PROFESSIONAL REFERENCES

Please list three references other than relatives or previous employers.

| NAME AND OCCUPATION | ADDRESS | PHONE NUMBER |
|---------------------|---------|--------------|
| | | |
| | | |
| | | |

SPECIAL SKILLS AND QUALIFICATIONS

Please use the space below to summarize any additional information which you feel would be helpful to us in making an employment decision. Describe in full any special skills or training which you feel would make you a valuable employee to our organization.

Do you have proficiency in reading or writing a language(s) other than English? If so, please list. _____

PLEASE READ CAREFULLY AND SIGN

In exchange for consideration of my job application with Urshan College and Urshan Graduate School of Theology, I agree that:

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give UC/UGST permission to contact schools, previous employers (unless otherwise noted), pastor, personal references, and others, and hereby release the schools from any liability as a result of such contact.

I further understand that my employment with UC/UGST shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relationship with UC/UGST is terminable at will for any reason by either party.

Signature of application _____ Date _____

FOR OFFICE USE ONLY

| | |
|---|------------------------------------|
| Interviewer: Date: | Comments: |
| Tests Administered: Date: | Interpretation: |
| Personal Reference Checks: 1. 2. 3. | Comments: 1. 2. 3. |
| Pastor Reference Check: | Comments: |