

# SCRIPTURE UNION USA

## Employment Application Form

**PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE**

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**PLEASE COMPLETE PAGES 1-5.** DATE \_\_\_\_\_

Name \_\_\_\_\_  

Last
First
Middle

Present address \_\_\_\_\_  

Number
Street
City
State
Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_  
 and salary desired (2) \_\_\_\_\_  
 (Be specific)

Days/hours available to work (office hours are M-F 8:30-5:00) Field Staff hours are variable.  
 No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work evenings? \_\_\_\_\_

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

When can you start? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?     No     Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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APPLICATION FOR EMPLOYMENT

DO YOU USE ILLEGAL DRUGS?  Yes  No      WILL YOU TAKE A DRUG TEST?  Yes  No

HAVE YOU EVER BEEN CHARGED WITH CHILD ABUSE?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

ARE THERE CIRCUMSTANCES THAT WE SHOULD BE AWARE OF REGARDING YOUR ABILITY TO WORK WITH CHILDREN OR TO BE TRUSTED WITH CHILDREN?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur  
Expiration date \_\_\_\_\_

Have you been involved in any driving accidents during the past three years?  Yes  No      If Yes, How many? \_\_\_\_\_

Have you had any moving violations during the past three years?  Yes  No      If Yes, How Many? \_\_\_\_\_

REFERENCES

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone ( ) _____	Telephone ( ) _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address  City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary	
			From	Start
			To	Final
Your 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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APPLICATION FOR EMPLOYMENT

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May we contact your present employer?     Yes     No

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**WHY ARE YOU SEEKING THIS POSITION?:** Please provide a brief statement explaining your reasons in applying for this position.

**Describe what it means to be a Christian and how you became one:**

**CHURCH ACTIVITIES:** Please tell us about your involvement in your church.

**YOUR DEVOTIONAL HABITS:** Tell us about your Bible reading and prayer habits

**AFFIRMATION:** I have answered all of the above questions thoughtfully and honestly. I declare my personal faith in Jesus Christ as my Savior and Lord. I am in agreement with Scripture Union's 'Working Principles' and 'Statement of Faith'? I am prepared to devote my agreed time and energy to fulfill the work assigned to me by Scripture Union/USA.

Signature of Applicant

Date:

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PLEASE READ CAREFULLY

**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Scripture Union USA (hereinafter called "the Company"), 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 the Scripture Union USA permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Scripture Union USA from any liability as a result of such contact. I also understand that Scripture Union may obtain a Criminal background check especially if I will be working with children.

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

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Scripture Union is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

If you would like to send current resume and any other information that you feel will help us understand your qualifications for this position please enclose them with your application.

Send the complete and signed application along with any other information to:

**Human Resources  
Scripture Union  
P.O. Box 215  
Valley Forge PA 19481**