

Application Form

* = Requires Information

Kirkland Ministries, Inc.

Application for Employment

Kirkland Ministries, Inc. is an Equal Opportunity Employment Opportunity Agency that strives to promote excellence through diversity in the workplace. Employment is offered based on qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions, or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Position Applying For: *

Name (Last, First, Middle):*

Other names under which you have attended school or been employed:

Date of Birth (DOB):

Social Security Number:

Street Address

City

State

Zip Code

Home Phone

Work Phone

Other Phone

Are you eligible to work in the United States?

Yes No

Are you at least 18 years of age or older?

Yes No

Are you currently employed at Kirkland Ministries, Inc.?

Yes No

Have you ever been employed by Kirkland Ministries, Inc.?

Yes No

Are you related to any current Kirkland Ministries, Inc. employee?

Yes No

If required for position, do you have a valid driver's license?

Yes No

How did you learn about this employment opportunity? (Check all that apply:)

Ad in Newspaper Job Bulletin (Posting)/Walk-in Website
 Dept. Of Labor Referral by Employee Other

EDUCATION

High School

Name of School

City/State

Did you graduate?

Yes No

Date of Graduation

No. of years left to

Degree Received

Major

GED

Name of School

City/State

Did you graduate?

Yes No

Date of Graduation

No. of years left to

Degree Received

Major

Other School

Name of School

City/State

Did you graduate?

Yes No

Date of Graduation

No. of years left to

Degree Received

Major

College

Name of School

City/State

Did you graduate?

Yes No

Date of Graduation

No. of years left to

Degree Received

Major

College

Name of School

City/State

Did you graduate?

Yes No

Date of Graduation

No. of years left to

Degree Received

Major

College

Name of School

City/State

Did you graduate?

Yes No

Date of Graduation

No. of years left to

Degree Received

Major

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

Enter basic level here

Enter intermediate level here

Enter expert level here

WORK EXPERIENCE

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. The Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. PLEASE DO NOT complete this information with the notation "See Resume."

PLEASE NOTE: Kirkland Ministries, Inc. reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position)

From

To

Full Time Part-time

Title

Starting Salary:

Final Salary:

Organization Name and Address:

Enter organizational name and address here

Supervisor's Name

Supervisor's Title

Supervisor's Phone #

Other Reference Name

Other Reference Title

Other Reference Phone #

Contact my current references:

At any time Only if I am a finalist candidate

Primary duties:

Enter here

Reason for Leaving:

Enter here

Dates Employed (most recent position)

From

To

Full Time Part-time

Title

Starting Salary:

Final Salary:

Organization Name and Address:

Enter organizational name and address here

Supervisor's Name

Supervisor's Title

Supervisor's Phone #

Other Reference Name

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Reason for Leaving:

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Other Reference Name

Other Reference Title

Other Reference Phone #

Contact my current references:

At any time Only if I am a finalist candidate

Primary duties:

Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents are accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination of employment if discovered later. I authorize Kirkland Ministries Inc. to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make a full response to any inquiries about this application for employment. If requested, I agree to submit to a physical exam, criminal background, credit background investigation (if applicable) and screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment (remove ,) and that an offer of employment (remove ,) if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Kirkland Ministries Inc. serve at-will, and the employment relationship may be terminated at any time by either party for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, payment is for hours worked only I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the Kirkland Ministries Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature:

Date: