

**APPLICATION FOR EMPLOYMENT**

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| **FULL NAME** (first, middle, last):   | **DATE**:       |
| **ADDRESS** (city, street, state, zip):        |
| **PHONE:**         | **EMAIL:**       |

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| **POSITION & SKILLS** |
| **POSITION APPLYING FOR:**        |
| **SALARY** **DESIRED:** $      | **DATE AVAILABLE** to **BEGIN:**        |
| **TYPE OF POSITION APPLYING FOR:**  [ ]  Full Time [ ]  Part Time [ ]  Internship [ ]  Contract |
| **WHY ARE YOU APPLYING?**       |
| **WHO REFERRED YOU TO US?**       |
| **WHAT OFFICE EQUIPMENT AND/OR SOFTWARE APPLICATIONS CAN YOU OPERATE?**       |
| **WHAT SPECIAL SKILLS AND QUALIFICATIONS DO YOU HAVE?**       |
| **FOREIGN LANGUAGES?** *(indicate degree of competence):*       |
| **Are you 18 years or older?** | [ ]  YES [ ]  NO |
| **Are you legally entitled to work in the United States of America?** | [ ]  YES [ ]  NO |
| **Have you ever been convicted of, or entered a guilty plea or pleas of** **nolo contendere, to a crime (felony or misdemeanor), excluding minor traffic violations?** If so, please explain.      | [ ]  YES [ ]  NO |
| **Have you been previously employed by Orphan Outreach?** If so, when? and where?       | [ ]  YES [ ]  NO |
| **Have you had any relatives or friends employed by Orphan Outreach?** If so, please give names and relationships.      | [ ]  YES [ ]  NO |
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| **EDUCATION HISTORY** |
| Please provide your educational history below. Include the city and state of each school attended. |
| **HIGH SCHOOL:**       | [ ]  Graduated |
|  **NAME:**       **CITY/STATE:**        | **DEGREE:**      [ ]  Graduated |
|  **NAME:**       **CITY/STATE:**        | **DEGREE:**      [ ]  Graduated |
| **ARE YOU STUDYING AT THE PRESENT TIME? IF SO, WHAT AND WHERE?**       |
| **PLEASE LIST SCHOOL, CIVIC, COMMUNITY ACTIVITIES/ ORGANIZATIONS, OFFICES HELD, HONORS, ETC:**      |
| **MILITARY STATUS** |
| In the following spaces, please tell us about your Military Service. Include **BRANCH**, **DATES** of SERVICE and **RANK**:      |

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| **JOB HISTORY** |
| In the following spaces, give a complete record of your employment, including, if any, periods of self-employment. Begin with your most recent employment and work back. For dates of employment, list both the month and year. Please include resume or supplemental report if you have had more than 3 positions in the past 10 years.

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| **ARE YOU PRESENTLY EMPLOYED?** | [ ]  YES [ ]  NO |
| **IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER?**  | [ ]  YES [ ]  NO |
| **Employer Name**:       **Phone**:       |
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| **NAME OF PRESENT/LAST EMPLOYER:**       |
| **Address**:       |
| **Job Title**:       |
| **Dates Employed**: *from*  *to*  | **Ending Salary**: $      |
| **Supervisor** *(name, position*):        | **Phone Number**:       |
| **Responsibilities**:       |
| **Reasons for Leaving**:       |

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| **Supervisor** *(name, position*):        | **Phone Number**:       |
| **Responsibilities**:       |
| **Reasons for Leaving**:       |

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| **Responsibilities**:       |
| **Reasons for Leaving**:       |

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| **PERSONAL AND PROFESSIONAL REFERENCES** |
| Please list below the names and addresses of three persons (other than your pastor) we may contact as references. Include co-workers or friends that have worked or served with you in a professional or ministry capacity. Do not include relatives.

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| **NAME**:        | **PHONE**:       |
| **Occupation:**       | **Email:**       |
| **Address:**       |

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| **NAME**:        | **PHONE**:       |
| **Occupation:**       | **Email:**       |
| **Address:**       |

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| --- | --- |
| **NAME**:        | **PHONE**:       |
| **Occupation:**       | **Email:**       |
| **Address:**       |

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| **CHRISTIAN EXPERIENCE** |
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| **NAME OF CHURCH**:        | **CHURCH MEMBER?** [ ]  Yes [ ]  No |
| **Denomination:**       | **Pastor:**       |
| **Address *(city, state)*:**       | **Phone:**       |
| **Office and activities in church:**       |

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| **BASIC STATEMENT OF YOUR PERSONAL CHRISTIAN TESTIMONY** |
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| **ANY OTHER INFORMATION YOU WOULD LIKE FOR US TO CONSIDER** |
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| **ACKNOWLEDGMENT**Because of the special relationship of trust and service placed in the individuals who are called to serve for a Christian ministry, Orphan Outreach conditions employment on, among other things, the results of previous employer references, pastor references, and other general references and investigations.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I have read and completed the application carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I further authorize Orphan Outreach to make such investigation and inquiries of my prior employment, my qualifications and abilities, my statements in this application and any attachments to it, my criminal history/records, and any other related matters in arriving at an employment decision.I hereby authorize my previous employers, educational institutions, and religious denominations, churches, and other organizations to provide all information that they may have concerning my past employment, education, service, membership, or affiliation. In addition, I hereby release Orphan Outreach and its officers, directors, employees, and other agents of and from any and all of potential liability arising from such investigation and inquiries of the above information and/or the completion of any criminal record check requirements.I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it, or in my interview(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, if made, or disciplinary action, up to and including immediate discharge, as applicable. Employment is subject to job availability.[ ]  By checking this box, I agree to the statement above.

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|  |  |  |
| Electronic Signature |  | Date |

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| Email your completed application, resume and cover letter to **hrmanager@orphanoutreach.org** |