



# EMPLOYMENT APPLICATION

Mail to: 340 104th Ave, Holland, MI 49423  
 Fax to: 616.395.2642 (Attn: Business Office)  
 Email to: hr@ridgepoint.org

Date: \_\_\_\_\_

Position Desired: \_\_\_\_\_

How heard about Position: \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_  
 Last First Middle Maiden \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Street Phone \_\_\_\_\_  
 City State Zip Cell \_\_\_\_\_  
 Email Address \_\_\_\_\_

## OTHER INFORMATION

Have you ever been convicted of a crime or are you presently charged with a felony? If yes, please explain \_\_\_\_\_  Yes  No

Have you previously applied for a position at, been employed by, or been denied employment at Ridge Point Community Church? If yes, please list what positions/dates \_\_\_\_\_  Yes  No

Have you previously applied for, been placed in, or been denied a volunteer position at Ridge Point Community Church? If yes, please list positions/dates \_\_\_\_\_  Yes  No

## EDUCATION INFORMATION

TYPE OF SCHOOL	NAME/LOCATION	YEARS COMPLETED	DIPLOMA/DEGREE	COURSE OF STUDY
High School				
Trade, Business, Tech				
College, University				
Graduate, Professional				

Additional skills or training that would qualify you for this position \_\_\_\_\_

## REFERENCES (not related to you and whom you have known for at least one year)

Name	Address	Phone	Relationship	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**EMPLOYMENT INFORMATION (please do not substitute a resume for this section)**

Present Employer	Phone
Address	Dates Employed (start/end)
Supervisor Name	Position(s) Held
Reason for Leaving	Rate of Pay (start/end)
Primary Responsibilities	
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Previous Employer	Phone
Address	Dates Employed (start/end)
Supervisor Name	Position(s) Held
Reason for Leaving	Rate of Pay (start/end)
Primary Responsibilities	
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Previous Employer	Phone
Address	Dates Employed (start/end)
Supervisor Name	Position(s) Held
Reason for Leaving	Rate of Pay (start/end)
Primary Responsibilities	
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**ACKNOWLEDGEMENT**

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States. I understand that this application in no way constitutes an agreement or contract for employment and that no Ridge Point employee or representative is authorized to make any assurances to the contrary. I also understand and acknowledge that Ridge Point Community Church is an "at will" employer which means that any employment relationship and all related benefits and compensation may be terminated at any time, with or without cause and with or without notice, by either Ridge Point Church or myself.

I hereby certify that all of the information provided by me in this application and any accompanying documentation is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in these documents will result in denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



## INFORMATION RELEASE FORM

Date: \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle

Other Legal Names (Maiden, a.k.a.) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ Issuing State \_\_\_\_\_

### EMPLOYMENT INFORMATION

I expressly authorize the references I have provided, including those that are personal, professional, and current/previous employers of mine, to:

- 1) verify the accuracy of information provided by me in the attached employment application, and
- 2) provide Ridge Point employees, representatives, or agents with all information concerning my previous employment, any disciplinary information, and/or any pertinent personal information.

I release all parties from all liability for any damage that may result from furnishing information to you. In addition, I hereby waive written notice to me that employment information is being provided by any person or organization.

### BACKGROUND INFORMATION

I hereby consent to:

- 1) verification of all information provided on this form or the attached application furnished by me, and
- 2) a comprehensive review of my background which may include, but is not limited to, addresses, social security number, criminal history, vehicle driving records, worker's compensation records, credit history, professional licenses, education background, and employment history.

I understand that the verification of all information provided and a comprehensive review of my background are a condition of employment consideration and/or continued employment.

I understand that the information will be obtained in accordance with the Fair Credit Reporting Act and all other applicable laws.

### ACKNOWLEDGEMENT

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_