



# Holy Spirit

2230 Lake Michigan Dr. NW  
Grand Rapids, MI 49504  
Phone: 616.453.6369  
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## EMPLOYMENT APPLICATION

*Please attach additional pages if more space is needed to provide all requested information.*

Date of Application \_\_\_\_\_

### Personal Information

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

Are there work or background records that you may have under a different name? Yes:  No:

*If yes, please write the different name(s) used.*

Phone ( ) \_\_\_\_\_ Are you 18 years of age or older? Yes:  No:   
Numbers: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Employment Eligibility: *If hired, can you provide proof of citizenship or legal right to work?* Yes:  No:

*Some positions require the successful candidate to have a valid driver's license.  
A successful candidate may need to show a driver's license.*

### Employment Interest

<b>Position Applying For:</b>		<b>Referral Source:</b>	
<b>Location:</b>			
<b>Date Available:</b>	<b>Status Desired:</b>	<b>Desired period of work and/or hours/day:</b>	<b>Desired annual salary:</b> \$
	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		

*Do you have any activities, commitments or responsibilities (for example, school, other employment, etc.) which might interfere with your ability to work full-time, including overtime, in the position you are applying for?*

Are you able to perform the essential functions of the position for which you are applying with or without accommodation? Yes:  No:

Applicant Name:

Last

First

Middle

Why are you interested in employment with this organization?

**Residential History**

**Present Address:**

P.O. Box or Street

City

State

Zip Code

**Previous Addresses:** List states that you have lived in outside of Michigan, after the age of 18 years old

**Background**

Have you ever been convicted of a crime (other than minor traffic violations), or are you presently charged with a felony?

Yes:

No:

If yes, please describe (attach additional sheets if necessary.)

Please be advised:

A criminal background check will be conducted as part of the employment process. Any misrepresentation or omission of past convictions or current charges will result in disqualification from consideration for employment, and may be considered justification for dismissal if discovered at a later date. Answering yes to this question is not an automatic bar to employment.

**United States Military Service**

<b>Branch of Service</b>		<b>Starting Rank</b>	<b>Separation Rank</b>	
<b>Year Entered</b>	<b>Year Discharged</b>	<b>Duties in Service</b>		
<b>Current Reserve/National Guard Unit</b>		<b>Reserve/Guard Service Obligations</b>		

**Licenses/Certifications**

<b>Name</b>	<b>Expiration Date</b>



Applicant Name: \_\_\_\_\_  
Last First Middle






Applicant Name: \_\_\_\_\_

Last

First

Middle

Start Date	End Date	Final Position Title	Final Salary	May we contact this employer?
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Employer		Last Supervisor's Name		Reason for Leaving
City, State				Phone

### **References**

*List three persons, other than relatives or personal friends, who have knowledge of your work experience and/or education.*

Name/Title	E-Mail Address	Phone

### **Certification and Signature**

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information will be considered as grounds for rejecting this application, discontinuing the hiring process, and/or dismissal.

I authorize verification of all information provided on this application and during employment interviews; and authorize the references and employers listed above to give Holy Spirit all pertinent information concerning my previous employment.

In being considered for employment, I give Holy Spirit the rights to investigate my background. I authorize and request all persons, companies and organizations (including credit bureaus, investigative agencies, schools, and law enforcement agencies) to furnish any information

about me as requested by Holy Spirit. I release from any liability any person, employer, company or organization furnishing such information. I understand results of my background check may be used in determining an offer of employment and other employment decisions.

I understand that submitting this application for consideration does not in any way obligate Holy Spirit. I understand and agree that all employment with Holy Spirit is on an at-will basis, and may be terminated by Holy Spirit at any time for any cause or no cause. I understand and agree that no one at Holy Spirit has any authority to offer employment other than on an at-will basis.

I understand and agree that an offer of employment will not be final until I have received, read, agreed to, and signed the complete list of terms of employment.

Applicant's Signature

Date

*This application expires 90 days after submission.*

