



Application For Employment

This application must be filled out in its entirety to be processed. Do not leave any blank areas. Please print.

I. Position Information

Date _____ Position Applying For _____ Full-time Part-time

II. Personal Information

Applicant Full Legal Name _____
Last Name First Name Middle Initial

Mailing Address _____
Street or PO Box City State Zip

Social Security Number _____ Contact Phone _____

E-Mail Address _____ Birthday _____
(Optional)

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Yes (If yes, please specify.) No

2. Are you presently employed? Yes No

3. Do you have any relatives who are presently (or have formerly been) employed by AG Financial Solutions or the General Council of the Assemblies of God? Yes (If yes, please specify.) No

4. Have you ever been employed by the General Council of the Assemblies of God? Yes No

5. How were you referred to AG Financial Solutions? _____

6. Have you ever been convicted of a felony? Yes (If yes, please explain.) No

III. Educational History

School Name/Location	Years Completed	Degree/Diploma/GED
High School _____	_____	_____
College _____	_____	_____
College _____	_____	_____
Other _____ (Tech, Training, etc.)	_____	_____

AG Financial Solutions is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, sex, color, race, national origin, or disability that does not prohibit performance of essential job functions.



Application For Employment

IV. Training and Experience

Mark items in which you have had training with a **T**. Mark items in which you have had experience with an **E**.

_____ Typing (speed _____)	_____ Legal	_____ Editing
_____ Transcribing	_____ Paralegal	_____ Proofreading
_____ Receptionist	_____ Advertising	_____ Accounting
_____ Data Entry	_____ Marketing	_____ Calculator
_____ Mainframe Operations	_____ Art Illustration	_____ Bookkeeping
_____ Word Processing	_____ Layout	_____ Internet
_____ Personal Computer	_____ Supervising	
_____ Word Processing	_____ Filing	
_____ Software (list) _____		
_____ Other (list) _____		

V. Employment Record

Please include all employment for the last five years. Use a separate sheet to list additional employers, if necessary. **We will contact** all of the employers listed on this application unless you specifically exclude them below. (See note following). Begin with your most recent employer.

1. Name of Employer _____ Contact Phone _____

Mailing Address _____
Street or PO Box City State Zip

Supervisor _____ Dates of Employment _____
From To

Job Title _____ Rate of Pay _____ Reason for Leaving _____

Briefly describe actual job duties: _____

2. Name of Employer _____ Contact Phone _____

Mailing Address _____
Street or PO Box City State Zip

Supervisor _____ Dates of Employment _____
From To

Job Title _____ Rate of Pay _____ Reason for Leaving _____

Briefly describe actual job duties: _____

AG Financial Solutions is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, sex, color, race, national origin, or disability that does not prohibit performance of essential job functions.



Application For Employment

3. Name of Employer _____ Contact Phone _____

Mailing Address _____
Street or PO Box City State Zip

Supervisor _____ Dates of Employment _____
From To

Job Title _____ Rate of Pay _____ Reason for Leaving _____

Briefly describe actual job duties: _____

4. Name of Employer _____ Contact Phone _____

Mailing Address _____
Street or PO Box City State Zip

Supervisor _____ Dates of Employment _____
From To

Job Title _____ Rate of Pay _____ Reason for Leaving _____

Briefly describe actual job duties: _____

Note: Please list any employers you **do not want** us to contact and your reason for the exclusion.

1. Employer's Name _____ Reason _____

2. Employer's Name _____ Reason _____

VI. References

Please do not include relatives or former employers.

1. Name _____ Years Known _____

Mailing Address _____
Street or PO Box City State Zip

Contact Phone _____ Occupation _____

2. Name _____ Years Known _____

Mailing Address _____
Street or PO Box City State Zip

Contact Phone _____ Occupation _____

3. Name _____ Years Known _____

Mailing Address _____
Street or PO Box City State Zip

AG Financial Solutions is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, sex, color, race, national origin, or disability that does not prohibit performance of essential job functions.



Application For Employment

Contact Phone _____ Occupation _____

VII. Additional Information

A. Employment

Please add any other information you feel is pertinent. For instance, you might summarize your overall experience and relate it to your career goals. Also use this section to expand any statements made in other sections of this form. Identify these by section number. In addition, include any times you expect to be off work.

B. Personal

What hobbies or recreational activities do you enjoy?

VIII. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work?

2. Are your long-range plans to remain in the Springfield area? Yes No (If no, explain and give time horizon.)

3. Do you have any objection to working overtime? Yes No

4. Can you work overtime without prior notice? Yes No

5. Can you work on a Saturday? Yes No

6. Can you travel if required by this position? Yes No

IX. Salary/Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you consider?

\$ _____ per _____

AG Financial Solutions is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, sex, color, race, national origin, or disability that does not prohibit performance of essential job functions.



Application For Employment

X. Church Attendance

1. What church are you a member of or do you currently attend? _____
2. What is the pastor's name? _____
3. What is the church's phone number? _____
4. How many times per week do you attend? _____

XI. Applicant's Statement

Please read thoroughly.

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification or misrepresentation is grounds for dismissal in accordance with AG Financial Solutions' policy. I authorize the references listed in this application to give you any and all information they may have and release all parties from all liability for any damage that may result from furnishing the same to you.

I understand that as an agency of the General Council of the Assemblies of God, AG Financial Solutions is a church-affiliated religious employer and requires all employees to affirm biblical beliefs and exercise biblical conduct, both publicly and privately, that is consistent with the teaching of the Assemblies of God, and that will enhance the reputation of this agency, the General Council, and affiliated churches for Christ-like living.

In consideration of my employment, I agree to be bound by the bylaws and policies of AG Financial Solutions, and to refrain from any conduct in violation of the teachings of the Assemblies of God.

I acknowledge that, if hired, my employment and compensation can be terminated at any time, with or without cause, at the option of either the company or myself.

Applicant Signature

Printed Name

Date