



DORCAS MINISTRIES EMPLOYMENT APPLICATION

187 High House Road
Cary, NC 27511
919.469.9861
dorcascary.org

Date of application: _____

Mr. Ms. Mrs. Dr. Rev. Name: _____

Address (include City, ZIP): _____

Email address: _____ Phone: (H) _____ (C) _____

When is the best time to reach you?: Morning Afternoon Evening (until 6pm)

Are you legally eligible to work in the United States? Yes No

Are you over 18 years of age? (Employment is subject to verification of minimum legal age.)

Yes No

Do you have a valid driver's license? Yes No

License number: _____ State: _____

Have you filed an application at Dorcas Ministries before? Yes No

Have you been employed by Dorcas Ministries before? Yes No

Name of any relative employed by Dorcas Ministries: _____

What prompted your application? _____

Have you ever been convicted of a felony or misdemeanor (other than a traffic violation)?

Yes No If yes, please explain: _____

Educational Background

Please indicate your highest level of education:

- Less than high school
- High school diploma or equivalent
- Some college, no degree
- Postsecondary non-degree award
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctoral or professional degree

School	Name & Location	Highest Grade Completed	Did you graduate?	Major/Minor	Degree Received
High School				N/A	N/A
College/University					
Graduate School					
Business/Trade School					
Other Education					
Internships, etc.				N/A	N/A

List other specific skills, honors, and awards: _____

List memberships in job-related organizations or associations: _____

List training programs and/or seminars you have completed in the last 4 years: _____

List computer programs, including network procedures, you are proficient in using: _____

Employment Background

Most recent or current employer: _____

Job Title/Position: _____

Primary duties: _____

Start Date: _____

End Date: _____

Start Salary: _____

End Salary: _____

Hours worked per week: _____

Address: _____

Supervisor Name: _____

Phone Number: _____

May we contact this employer: Yes No

Previous employer: _____

Job Title/Position: _____

Primary duties: _____

Start Date: _____

End Date: _____

Start Salary: _____

End Salary: _____

Hours worked per week: _____

Address: _____

Supervisor Name: _____

Phone Number: _____

May we contact this employer: Yes No

Additional References:

Name: _____

Phone Number: _____

Relationship to applicant: _____

Name: _____

Phone Number: _____

Relationship to applicant: _____

Name: _____

Phone Number: _____

Relationship to applicant: _____

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsification of this information is grounds for disqualification or dismissal from employment. If I accept employment with Dorcas Ministries, I will not do so in reliance of any representations that is not made in writing. I hereby authorize Dorcas Ministries to investigate my past and present work, character, education, military, and police records to ascertain any and all information that may be pertinent to my employment qualifications. The release in a manner of any and all information is authorized whether such information is of record or not. I do hereby release all persons, firms, agencies or companies from any and all damages resulting from furnishing such information. In consideration of my employment, I agree to conform to the rules, regulations, and policies that the company may periodically promulgate, withdraw or modify. I understand that work schedules and duties may be modified from time to time at the discretion of the company and that alternate position functions and/or positions may be assigned. I understand that I am required upon employment to serve a probationary period and if my performance is deemed unsatisfactory, I may be terminated at any time. If hired, I will submit the documentation necessary to verify my eligibility for employment.

Signature

date

Dorcas Ministries