



Mail or deliver completed application to:
 Christ the King Center
 575 Burton Road, Greenwich NY 12834
 Email: frontdesk@ctkcenter.org
 Phone: 518.692.9550 | fax 518.855.3470 | www.ctkcenter.org

Employment Application

Personal Information

Position you are applying for _____ Date _____

Name _____ Birthdate _____

Current Address _____ Current Phone _____

Home Address _____ Home Phone _____

Home Email _____ School Email _____

US Citizen? _____ If no, alien registration # _____ Home Country _____

If yes, SSN# _____

If under age 18, Parent/Guardian _____ Phone _____

Education (start with most recent)

| Dates | School, College, or University | Major/ Studies | Diploma/ Degree Earned | GPA |
|-------|--------------------------------|----------------|------------------------|-----|
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Employment Record (start with most recent)

| Dates (from-to) | Employer/Supervisor | Phone | Nature of Work |
|-----------------|---------------------|-------|----------------|
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Volunteer Experience

| Dates (from-to) | Supervisor | Phone | Nature of Work |
|-----------------|------------|-------|----------------|
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Personal Statements

1. Do you hold any personal beliefs that would prevent you from working within and promoting the ministry, values and practices of Christ the King and the Episcopal Diocese of Albany?
2. What experience or skills do you have that you believe have prepared you for the position to which you are applying and why?
3. Do you have any physical limitations, emotional conditions or chronic illnesses that might impair your ability to perform the essential functions of the position you are applying for? If so, please explain on the back of this form or a separate sheet.
4. Why do you want to work at Christ the King?

References

New Staff Applicants must provide at least two references from either (1) their priest/pastor (2) a recent employer or professor/teacher or (3) a volunteer organization supervisor such as a Scout Troop Leader, or Young Life Leader.

| Name of Reference | Phone | Email |
|-------------------|-------|-------|
| | | |
| | | |

Applicant's Affirmation

I declare that I have examined this application and accompanying statements and they are true, correct and complete. I understand that any false statements, misrepresentations or omissions made on this form or during interviews are grounds for terminating the application process, or if discovered after employment, grounds for terminating your employment.

I authorize Christ the King to verify any of the information provided. I authorize all former employers, persons and schools to release any information concerning my background, except as noted by you in this application, and hereby release all said employers, persons and schools from any liability for any damages whatsoever for issuing this information.

I understand that if I am offered a position, Christ the King will initiate a background check through an agency of it's choosing to include previous employers, criminal, motor vehicle and financial investigation. I also understand that any position offered to me will be on condition that my employment is "at will", and that my employment may be terminated at any time with or without cause.

Signature _____ Date _____