

**CHRISTIAN GIFT & BIBLE L.C.**

8740 South 700 East  
Sandy, UT 84070  
(801) 233-8383

**Employment Application**

christiangiftandbible.com

Email: christiangiftandbible@gmail.com

**Personal Information:**

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number (optional till hire) \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternate Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Position Information:**

Type of work desired \_\_\_\_\_ Number of hours per week desired \_\_\_\_\_ Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

Expected Pay Rate \$ \_\_\_\_\_ Are you 18 years of age or older? \_\_\_\_\_ Desired Start Date \_\_\_\_\_

Availability	Earliest Time Available	Latest Time Available
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Do you require an extended period of time off within one year of this application date? \_\_\_\_\_

**Education Information:**

Highest Education Level Achieved:  High School  College How many years? \_\_\_\_\_  Other/Post Graduate

School Name, City, State	Degree	Graduate (Y/N)	GPA
(High School) _____	_____	_____	_____
(College) _____	_____	_____	_____
(Grad School) _____	_____	_____	_____
(Seminary) _____	_____	_____	_____

**Employment History:**

**Last Employer** \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates Employed \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Last Pay Rate \$ \_\_\_\_\_

Duties \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates Employed \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Last Pay Rate \$ \_\_\_\_\_

Duties \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates Employed \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Last Pay Rate \$ \_\_\_\_\_

Duties \_\_\_\_\_

**Other Statements:**

Please write a brief statement telling us why you are interested in working at Christian Gift & Bible L.C.

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Briefly describe your near term and long term career goal(s).

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Briefly describe your level of computer skills and experience.

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If you are currently employed, may we contact your employer? \_\_\_\_\_ (Contact made only after interviews and for final hiring considerations)

Have you ever been convicted of a felony? \_\_\_\_\_

Can you before employment submit verification of your legal right to work in the United States? \_\_\_\_\_ (i.e. social security card and drivers license)  
(A list of acceptable documentation is available upon request.)

**References:**

Contact Person	Address, City, State, Zip Code	Association	Phone Number

**Special Considerations of Employment**

Because of the unique and special nature of Christian Gift & Bible L.C., employees are expected to exhibit conduct and actions that project an image consistent with the expressed purpose and mission of the company. Any questions or clarification of specifics with respect to this expectation should be expressed during the job interview or directed to the managing member of Christian Gift and Bible L.C.

In the interest of providing a clean, safe, healthy, working environment, and promoting the wellness among all employees, smoking and the use of all other tobacco products are not allowed in any Christian Gift & Bible L.C. building, parking lot, or vehicle.

**Testing**

A series of tests may be required before and/or after employment with Christian Gift & Bible L.C. Your signature on the application gives Christian Gift & Bible L.C. permission to require any or all of these tests at any time before or during employment. This may include all or part of the following:

Medical examination with respect to certain job classifications to determine ability to successfully perform required job duties.

Drug testing to ensure a safe work environment for the employee, other employees, and customers.

Basic skills math and spelling test to determine ability level to perform required job duties.

Product knowledge and/or computer testing to determine the required level of skill and training needed for employee to perform at minimum job level requirements.

**Please review your application carefully before signing below.**

**Please read carefully:**

By my signature below, I affirm that the information provided in this employment application is true and complete. I understand if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than for payment, at the rate agreed upon, for services actually rendered. I agree to immediately notify Christian Gift & Bible L.C. if I should be convicted of a felony, or any crime involving dishonesty, or a breach of trust while my job application is pending, or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application. I also authorize the company to contact my present employer (unless otherwise noted in this application form), past employers that might know of my qualifications for employment.

I authorize any person, school, current employer, past employers, physicians, and organizations who might know of my qualifications for employment to provide the company with relevant information and opinions that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I understand and agree, if hired, I may be required to submit to a drug/alcohol test to determine if I am using or under the influence of drugs or alcohol. I also understand and agree, if hired, I may be required to submit to a search of my personal property for drugs, alcohol, weapons, or stolen property while on Christian Gift & Bible L.C. property.

I understand this application does not, by itself, create a contract of employment. I understand and agree, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that the State of Utah is an "at will" employment state.

I agree that if hired I will not release any information that is deemed confidential to the operation of Christian Gift & Bible L.C., their customers, suppliers, vendors, or other employees.

This application will be retained for a period of six months and then be destroyed. If employed, this employment application will become part of my permanent file.

**Signature**

**Date**

**Signature is required for application to be considered complete.**

Updated 4/11/2011