

EMPLOYMENT APPLICATION

Date: _____

Full Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone Number: _____ home/cell

Email Address: _____

Position Applying For: _____

Salary Desired: _____ Date You Can Begin Work: _____

EDUCATION

Name and Location of School	Diploma / Certificate / Degree	Date Obtained
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High School: _____

University: _____

Trade School: _____

EMPLOYMENT HISTORY

Starting with most recent and include at least seven (7) years of work history. Please use an additional sheet, if needed.

Company: _____ Phone Number: _____

Address: _____ Supervisor: _____

Position Held : _____ Dates: _____

Reason for Leaving: _____

What did you like most and least about your job? _____

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Company: _____ Phone Number: _____

Address: _____ Supervisor: _____

Position Held : _____ Dates: _____

Reason for Leaving: _____

What did you like most and least about your job? _____

Company: _____ Phone Number: _____

Address: _____ Supervisor: _____

Position Held: _____ Dates: _____

Reason for Leaving: _____

What did you like most and least about your job? _____

Skills: _____

Hobbies: _____

REFERENCES

Name	Phone Number	Relationship/Number of Years Known
1. _____		
2. _____		
3. _____		

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for damage that may result from furnishing same to you. I understand and agree that, if employed, my employment is for no definite period and that no employment contract is being offered. Additionally, I agree that if I am employed, ***I also understand that the working schedule presented to me by the church and my supervisors is the schedule that I am required to work. This schedule may include evenings, weekends, holidays, or overtime hours. My refusal to work any period presented to me is grounds for dismissal.*** The church can change wages, benefits, and conditions at any time. I also understand that I may voluntarily leave or be terminated at anytime and for any reason.

Date: _____

Name: (please print) _____

Signature: _____

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FIRST PRESBYTERIAN CHURCH ALCOHOL AND DRUG TESTING POLICY

Statement of Purpose and Scope

First Presbyterian Church (the Church) believes that its employees have a right to work in a drug- and alcohol-free environment. It is the policy of the church to provide a drug-free environment for all employees, to prevent accidents caused by alcohol or drugs, and to comply with Sections 411.091-092, of the Texas Labor Code. To this end, the following guidelines represent the Church's Policy concerning drug and alcohol abuse and testing. This Policy will be enforced uniformly with respect to all employees. The scope of this Policy is as follows:

- A. While on Church premises and while conducting business-related activities off premises, no employee may use, possess, distribute, sell, purchase, or be under the influence of alcohol or illegal drugs. Moderate use of alcohol, in connection with appropriate business meals or entertainment, is not prohibited by this Policy.
- B. Each employee will be expected to report to work free from the presence of any illegal drug or alcohol and remain free from the presence of any illegal drug or alcohol while working.
- C. The use or possession of an illegal drug or a controlled substance on the Church premises or while performing the Church business is prohibited.
- D. The Church will cooperate fully with law enforcement agencies in the detection, arrest, and prosecution of any employee or other person engaged in such activity.

Testing Policies

The Church requires drug and alcohol testing of its employees. The following is a list of the forms of drug and alcohol testing which can be requested of employees:

- A. Pre-employment Testing: Pre-employment alcohol and drug testing will be required.
- B. Random Testing: Current employees will be required to undergo random alcohol and drug testing upon request.
- C. Probable Cause Testing: Current employees will be required to undergo alcohol and drug testing whenever there is a reason to believe that an employee's performance, behavior, or physical appearance is due to alcohol or drug use. The following will constitute probable cause for drug or alcohol testing: reckless equipment use; disruptive or belligerent behavior; lack of care or interest in work or grooming; failure to meet schedules; bloodshot, glazed, unfocused, or dilated eyes; odorous breath; lack of coordination; diminished physical and mental control; slurred or thickened speech; inability to concentrate; unusual or excessive drowsiness; unexplained mood changes; or similar activity and behavior. The foregoing list is meant only to be representative and is not exhaustive of what may constitute probable cause for alcohol or drug testing.
- D. Post-Accident Testing: Current employees will be required to undergo drug and alcohol testing after any work-related accident that results in personal injury, lost time, or property damage.
- E. Other: An employee's alcohol or drug treatment program requires verification of alcohol and drug free status.

Testing Procedure

Alcohol and drug testing will be administered as indicated above in order to help ensure a safe, healthy, and drug-free environment. Employees and applicants will be required to submit to an alcohol and drug screen test administered by a technician at a certified medical facility designated and paid for by the Church with all data, including test results, to be held in the strictest of confidence.

The alcohol and drug testing Policy consists of two separate methods of testing. All initial tests indicating the presence of drugs or alcohol in a person's bodily system will be confirmed by an additional method of testing.

It is the responsibility of the employee to inform his or her supervisor and/or manager, prior to alcohol and drug testing, of any prescription or non-prescription drug that the employee may be taking or have taken within the past thirty (30) days.

Consequences of Violating this Policy

A confirmed positive test is a violation of this Policy. Refusing to submit to testing is a violation of this Policy. Submitting an altered, false or fraudulent sample is a violation of this Policy. Any employee who violates this Policy is subject to the full range of corrective or disciplinary actions by the Church, up to and including immediate termination. In determining such corrective or disciplinary action, the Church will consider all the surrounding circumstances, including the seriousness of the violation and the employee's record.

However, generally, the first occasion of a confirmed positive test arising from a random or probable cause test may but will not necessarily result in the employee being suspended without pay for one week, possible further suspension, termination or other disciplinary action. A second confirmed positive test, a confirmed positive test following an accident, refusal to submit to a test or submitting an altered, false or fraudulent sample positive test will result in termination.

Prescription Drugs

Because physician-directed use of drugs can affect performance and behavior, no prescription drug may be brought onto Church premises by any person other than the one for whom it was prescribed. Employees using prescription drugs must advise their supervisor whenever they are taking drug that could impair their work performance or their attention to safety regulations or procedures. Prescription drugs must be used only in the manner, combination and quantity prescribed.

Acknowledgement

As a condition of employment, all employees must execute an Acknowledgement Form, a copy of which is attached to this Policy. Failure to execute this form upon employment or upon request, if employment has already begun, any refusal to submit to a requested drug or alcohol test, a confirmed positive test or submission of an altered, false or fraudulent sample is grounds for immediate discharge.

Right to Search

The entry on to, or presence on Church premises (or adjacent premises if used during normal business hours) is expressly conditioned on the Church's right to conduct searches of each person, their personal effects, vehicles, and lockers for any controlled substances, alcoholic beverages, firearms, explosives, weapons, drug-related paraphernalia, stolen or missing cash or property, or other items at the sole discretion of management. By entering or remaining on Church premises, any person is deemed to have consented to such searches, which may be randomly taken with or without notice.

Treatment Programs

While the Church does not sponsor or endorse any specific drug treatment programs, such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance for themselves and their dependents. The group health insurance offered to employees and their dependents may provide limited coverage for expenses related to drug treatment programs. Refer to the plan description for details and contact the health insurance carrier directly. No employee will be disciplined merely for seeking assistance under such a plan; however, subsequent violations of this Policy will not be excused merely because an employee is receiving treatment.

Definitions

Alcoholic beverage is any beverage that may be legally sold and consumed and that has an alcoholic content in excess of 3 percent by volume.

Drug is any substance (including inhalants) other than an alcoholic beverage capable of altering an individual's mood, perception, pain level or judgment.

Prescription drug is any substance prescribed for individual consumption or use by a licensed medical practitioner.

Illegal drug or controlled substance is any drug or substance, the sale of which is illegal under applicable law.

**CONSENT FOR
CRIMINAL BACKGROUND HISTORY CHECK AND DRUG SCREENING
AUTHORIZATION/WAIVER/INDEMNITY**

I acknowledge that it is a condition of my employment that I submit to a criminal background screening and a drug screening or testing pursuant to the conditions and under the circumstances set forth in the First Presbyterian Church's Drug and Alcohol Testing Policy.

I hereby give my permission for First Presbyterian Church of San Antonio to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include, but is not limited to, arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment position with this Church. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will waive an opportunity to review the criminal history as received by the Church and a procedure is available for clarification, if I dispute the record as received.

In addition, I hereby understand and agree to abide by the First Presbyterian Church's Drug and Alcohol Testing Policy and agree to fully cooperate in and undergo any drug or alcohol testing requested by the Church. I hereby give my consent to any sample collection or testing which may be performed in connection with the Church's Drug and Alcohol testing program. I am aware that refusal to take such a test, or a confirmed positive result of drug or alcohol testing or of possession, use, or being under the influence of an illegal drug, or the improper use of a legal drug or submission of an altered, false, or fraudulent sample can result in immediate dismissal from my employment with the Church. I acknowledge still further that it is a condition of my employment that I consent and I hereby do consent to a search by the Church of my personal effects, vehicles, lockers, or any other personal property.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Legal First Name: _____ Middle Name: _____ Last Name: _____

Current Address: _____ Dates lived there: _____

Addresses for the past seven years (include street, city, state, zip code):	Dates of residence:
_____	_____
_____	_____
_____	_____

Federal law requires you to produce within 3 business days of hire specific documents establishing your identity and authorization for employment in the US.

Date of birth: _____ Other names used: _____

Social Security Number: _____ Driver's License Number: _____ State: _____

Signature: _____ Date: _____