



# **ALLEN PARK** **PRESBYTERIAN CHURCH**

7101 Park Ave., Allen Park, Michigan 48101  
[www.allenparkpres.org](http://www.allenparkpres.org)



## **Custodian Position**

Allen Park Presbyterian Church is looking for a part-time, proactive, and efficient church custodian who possesses an understanding of proper cleaning methods.

The church custodian will ensure that all publicly accessible areas of the church are clean and ready for other staff members and the congregation to use. You will make minor repairs, change light bulbs, vacuum, sweep, mop floors, sanitize surfaces, and restock items such as toilet paper, paper towels, and other supplies. You may also maintain supply inventory, submit purchase requests, and assist with preparations for events such as weddings or funerals.

Salary is based on experience.

Contact Barry Davis ([barry4745@gmail.com](mailto:barry4745@gmail.com)) for application form or any questions you may have.

# **JOB APPLICATION**

**Allen Park Presbyterian Church**  
**7101 Park Ave., Allen Park, Michigan 48101**

Allen Park Presbyterian Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

*Please fill out all of the sections below:*

## **Applicant Information**

*Applicant Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City, State, Zip:* \_\_\_\_\_

*Telephone Number* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*Date of Application:* \_\_\_\_\_

## **Employment Position**

***Position applying for:*** Church Custodian (Part Time)

How did you hear about this position? \_\_\_\_\_

What days are you available for work? \_\_\_\_\_

What hours are you available for work? \_\_\_\_\_

If needed, are your available to work overtime? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

**Personal Information**

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status, i.e. Driver License, Birth Certificate, Passport, Social Security Card?

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Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes please describe accommodations required below:

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Have you ever been convicted of a criminal offense? (Felony or Misdemeanor) Yes No

If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case.

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*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.)*

**Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

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*(Note: Allen Park Presbyterian Church complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)*

## **Education and Training**

### **High School**

Name	Location	Year Graduated	Degree Earned

### **College/University**

Name	Location	Year Graduated	Degree Earned

### **Vocational School/Specialized Training**

Name	Location	Year Graduated	Degree Earned

### **Military:**

Were you ever in the military?                      Yes    No

If yes, what skills do you have that would be an asset for this position?

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### **Previous Employment** (*List last two jobs you worked*)

Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Additional Information**

Do you have a valid Drivers License?	Yes	No
Are you able to lift at least 50 pounds?	Yes	No
Will you be able to pass a background check?	Yes	No

**AT-WILL EMPLOYMENT**

*The relationship between you and Allen Park Presbyterian Church is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Allen Park Presbyterian Church. No representative of Allen Park Presbyterian Church has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand your employment is “at will” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your “at will” employment status except by a written statement signed by you and the Senior Pastor (Head of Staff) of Allen Park Presbyterian Church.*

**Applicant Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_