



THANK YOU FOR YOUR INTEREST IN EMPLOYMENT AT
SAVING WITHOUT SACRIFICE

Saving Without Sacrifice's (SWS) mission is to assist individuals, families, churches and businesses with their finances by increasing income, reducing taxes, and minimizing living expenses. The knowledgeable and cooperative staff accomplishes this through their series of books and workbooks, lectures and individual counseling founded on a true cost containment process that is built on a foundation of over 40 years of financial planning experience.

The organization has a passion for serving the Lord and advancing His Kingdom. If the Lord is calling you to serve in employment at SWS, please prayerfully consider our job opening(s) based on your skills and qualifications. Then, complete this application and submit it and a copy of your resume to Rich Milliken at rich@savingwithout Sacrifice.com. Completed applications may also be faxed to (614) 848-4253 or mailed to Saving Without Sacrifice, 6530 Singletree Dr., Columbus, OH 43229. Please note, all signature lines must be filled in by signing or typing in your name to be considered for employment.

Once your completed application is received, you will receive an e-mail acknowledging that we have received it. Your application will be thoroughly reviewed and if your qualifications meet the requirements of an open position, you will be contacted directly for a phone or in person interview. If you are not selected for a position, your application will be maintained on file for six months and be reviewed for future job openings matching your qualifications.



APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION					
Name				Date	
Address				Apt #	
City		State		ZIP	
Phone			E-mail		
Other Phone		Date Available		Desired Wage	\$
Position(s) Applying For					
Type of Employment Desired		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Internship <input type="checkbox"/>			
Referred By					
Are you at least 18 years of age?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, can you provide a work permit?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a crime?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION (LIST LAST THREE SCHOOLS ATTENDED)						
School				Major		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
School				Major		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
School				Major		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES			
<i>Please list three professional references (individuals not related to you).</i>			
Full Name			Relationship
Company			Phone
Address			City, State, Zip
Full Name			Relationship
Company			Phone
Address			City, State, Zip
Full Name			Relationship
Company			Phone
Address			City, State, Zip

EMPLOYMENT HISTORY

Employer				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Employer				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Employer				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Employer				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

ADDITIONAL INFORMATION

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

COMPUTER SKILLS

Please mark the appropriate box to indicate how proficient you are with each of the following software packages.

	Advanced	Intermediate	Basic	None
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please list below including accounting or graphic design software):				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT STATEMENT

I certify that the information I have submitted above together with that contained in any accompanying documents by which I am attempting to induce Saving Without Sacrifice (SWS) to hire me (including a resume, any addendum to this application or letters of reference) is accurate and complete and may be relied upon for the purpose of evaluating my suitability to be employed by SWS.

I authorize any reference listed in my application or my resume (including addendums thereto), as well as former employers, to release any information they may have regarding my character, my fitness for the job for which I am applying and my employment history.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application or (ii) immediately discharge me from SWS, when it is discovered.

I understand that if employed by SWS, my employment is not guaranteed for any term, and my employment may be terminated by SWS or myself at any time and for any reason. No manager, supervisor or representative of SWS is authorized to make an oral or written assurance or promise of continued employment.

Signature

(If submitting electronically, please type your name here)

Date