

GENERAL APPLICATION FOR EMPLOYMENT

Church Name: _____
 Address: _____
 Phone: _____

PERSONAL INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available	Social Security No.		Desired Salary	
Position Applied for				
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"/>				
Are you 18 years or older? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/>				
May we contact you for another position? YES <input type="checkbox"/> NO <input type="checkbox"/>				

EMPLOYMENT INFORMATION

Position Applying For:		Date You Can Start:
Salary Listed:		Salary Desired:
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, may we inquire of your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you previously applied to _____ church? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?		
Do you desire <input type="checkbox"/> Full-Time Or <input type="checkbox"/> Part-Time Work? Days and Hours Available:		

EDUCATION AND TRAINING

High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
List any other relevant training, certifications or coursework (include missions):			
List computer languages, or software you are familiar with:			

List other job related qualifications and skills. Include computer experience skills with machines, typing, shorthand, etc.

Skills:

MINISTRY EXPERIENCE

Please indicate any ministry experience (Indicate Role, Dates of Service and Locations Served):

JOB DESCRIPTION (IF ATTACHED TO APPLICATION)

Do you have the ability to perform the job functions listed in the job description? YES ☐ NO ☐

Are you able to perform these tasks with or without any accommodation? WITH ☐ WITHOUT ☐

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

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

DISCLAIMER	
I have read and subscribe without reservation to _____ Church Statement of Faith? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Church Presently Attending:	
City:	Pastor:
What is your present level of church involvement?	

<p>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.</p> <p>I authorize investigation of all statements contained herein and the references listed above to give you 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 any damage that may result from furnishing same to you.</p> <p>I understand and agree that, if hired, I am subject to the policies contained in _____ Church's Handbook and a 90 day observation period. I further understand that this application is not a contract of employment, nor a legal document, and nothing contained herein creates a contract between _____ Church and me.</p> <p>I consent to _____ Church conducting a criminal records check, as long as the results are kept confidential. I authorize the appropriate law enforcement agency to release information pertaining to any record or file maintained on me and release said agency from any and all liability resulting from such disclosure.</p>	<p>Signature _____</p> <p>Date _____</p>
---	--