

- Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? _____yes _____no
- List professional, trade, business or civic activities and offices held. (You may exclude membership which reveals gender, race, national origin, age, ancestry, disability, or other protected status.)

Education

	Name, City & State of School	Course Study	Years Completed	Diploma/ Degree
Elementary				
High School				
Undergraduate College				
Graduate/ Professional				
Graduate/ Professional				

Current Employment

- May the Church contact your current employer? _____yes _____no
If so, please complete the *Reference Release Form for Current Employer* {attached}.

Employer Name & Address:	Dates Employed From: To:	Work Performed:
Telephone Number:	Hourly Rates/ Salary	
Job Title:	From: To:	
Supervisor:		

Reason for Leaving:	
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Past Employment

- May the Church contact your previous employers? _____yes _____no
If so, please complete the *Reference Release Form for Past Employers*.

Employer Name & Address:	Dates Employed:	Work Performed:
	From: To:	
Telephone Number:	Hourly Rates/ Salary:	
Job Title:	From: To:	
Supervisor:		
Reason for Leaving:		

Employer Name & Address:	Dates Employed	Work Performed:
	From: To:	
Telephone Number:	Hourly Rates/ Salary	
Job Title:	From: To:	
Supervisor:		
Reason for Leaving:		

Professional References

Please include any professional references {supervisors, co-workers, etc.} who can attest to your skills, performance, work ethic and character.

1. _____

Name
Title
Telephone No.

 Relationship to you

2. _____

Name
Title
Telephone No.

 Relationship to you

3. _____
Name Title Telephone No.

Relationship to you

Personal or Spiritual References

Please include two personal references who can attest to your Christian faith, values and church/ministry involvement.

1. _____
Name Address Telephone No.

Relationship to you

2. _____
Name Title Telephone No.

Relationship to you

3. _____
Name Title Telephone No.

Relationship to you

Employment Applicant's Statement

Please read carefully before signing the Applicant's Statement below.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employee decision. I also understand I will be requested to complete a criminal background check and may be requested to submit to and authorize release of the results on a drug test.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Church is of an "at will" nature, which means that the employee may resign at any time and the Church may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Church.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies, rules and regulations of the Church.

Understood and Agreed:

Signature of Applicant

Date

Received by:

414 Church

Date

Release Form for Reference Check For Current Employer

Complete this release form if you permit the Church to contact your current employer to serve as a professional reference.

I, _____ *{applicant's name}*, authorize the Church to contact my current employer: _____ *{insert name of current employer}* concerning my employment, performance, work ethic and personal character.

I further authorize my current employer to respond to verbal and/or written inquiries from the Church concerning my employment, performance, work ethic and personal character. I hereby release the Church and my current employer from any liability and damages incurred as a result of furnishing this information. I give the Church permission to send a copy of this Release Form to my current employer, upon request by my current employer.

I understand that any offer of employment extended by the Church is contingent upon satisfactory references from at least references.

Understood and Agreed:

Signature of Applicant

Date

Current Employer Information:

Employer Name: _____

Employer Address: _____

Telephone Number: _____

E-mail Address: _____

Applicant Information:

Printed Name of Applicant: _____

Applicant's Address: _____

Social Security Number: _____

Release Form for Reference Check

For Past Employers, Professional References or Educational Institutions

Complete this release form if you permit the Church to contact a past employer, professional reference, or educational institution to serve as a professional reference or for verification of education background. A release form is required for each past employer or individual that you would like to serve as a professional reference. Please copy this blank form as many times as you would like if you are using multiple employers as references.

I, _____ {*applicant's name*}, authorize the Church to make inquiries of my past employer, educational institution and references concerning the verification of my educational background, prior employment, performance, work ethic and personal character.

I further authorize all past employers, educational institutions and all other individuals providing references to respond to verbal and written inquiries from the Church regarding verification of my educational background, prior employment, performance, work ethic and personal character.

I hereby release all such persons from any liability and damages incurred as a result of furnishing this information. I give the Church permission to send a copy of this Release Form to my past employer, educational institution or reference upon their request.

I understand that any offer of employment extended by the Church is contingent upon satisfactory references from at least three references.

Understood and Agreed:

Signature of Applicant

Date

Professional/Educational Reference Information:

Reference Name: _____

Reference Address: _____

Telephone Number: _____

E-mail Address: _____

Applicant Information:

Printed Name of Applicant: _____

Applicant's Address: _____

Social Security Number: _____