

***Your Church Name Here***  
**Employment Application Form**

(Sample only-Always get legal counsel before using your final document)

All applicants are asked to review the Staff Member's Policy Handbook prior to your interview. Please give specific attention to section **03A Hiring Policy**. Any questions you have can be asked during your interview. Once the application is completed and returned you will be contacted to schedule a personal interview. If you have a resume' please submit it with this application.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_

List any gifts, callings, training, education, or other factors that you feel have prepared you for this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer yes or no to questions one through eight:

1. Have you ever had psychiatric treatment or counseling? \_\_\_\_\_, 2. Have you ever been arrested? \_\_\_\_\_, 3. Have you ever been convicted or accused of an offense? \_\_\_\_\_, 4. Have you ever been told you have a temper? \_\_\_\_\_, 5. Have you ever been involved with pornography of any type? \_\_\_\_\_, 6. Have you ever been accused of abuse of any kind? \_\_\_\_\_, 7. Have you ever hit your spouse? \_\_\_\_\_, 8. Do you think you are an angry/violent person? \_\_\_\_\_ If you answered "yes" to any of questions 1 through 8, please explain in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List all traffic offenses in the past three years: \_\_\_\_\_

\_\_\_\_\_

10. Are you dependent upon or use **to any degree?**

- A. Alcohol \_\_\_\_\_ B. Tobacco \_\_\_\_\_ C. Illegal drugs \_\_\_\_\_

If you answered yes to A, B, or C please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Name of church where you are a member: \_\_\_\_\_

List (name and addresses) other churches you have attended regularly during the past five years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment Experience:** Start with your present or last job. Include job-related military service assignments and volunteer activities.

Employer	<b>Dates Employed</b> From                      To		<b>Work Performed</b>
Address			
Telephone	<b>Hourly/Salary</b> Start                      Final		
Reason For leaving			

Employer	<b>Dates Employed</b> From                      To		<b>Work Performed</b>
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Reason For leaving			

<b>Please check any specialized skills/equipment operated</b>			
Windows 98	<input type="checkbox"/>	Microsoft Office	<input type="checkbox"/>
Corel Draw	<input type="checkbox"/>	Calculator	<input type="checkbox"/>
Copy Machine	<input type="checkbox"/>	Winfax	<input type="checkbox"/>
CPR	<input type="checkbox"/>	CDL	<input type="checkbox"/>
Other	_____		
_____			

**Please list three personal references that are not former employers or relatives.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**Applicants Statement**

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The information contained in this application is correct to the best of my knowledge. I authorize any references or churches in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by Integrity Christian Fellowship, I hereby release any individual, church, youth organization, charity, employer, and reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Constitution, Bylaws and policies of *Your Church Name Here*), and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement, which I have read and understand.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

For Personnel Department Use Only	
Arrange Interview <input type="checkbox"/> Yes <input type="checkbox"/> No	Interview Date: _____ Time: _____
Comments: _____ _____ _____	
_____ Interviewer and Title	_____ Date
Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Employment: _____ Job Title: _____
Hourly Rate/Salary: _____	Supervisor: _____