



CROSSROADS

Community Church

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement/Internet	<input type="checkbox"/> Friend _____
<input type="checkbox"/> Church Information	<input type="checkbox"/> Relative _____
<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
Address: Number	Street	City
		State
		Zip
Telephone Number(s)	Email Address	

Best time to contact you: _____ Between _____:_____ and _____:_____ am/pm

Have you ever filed an application with us before? _____ Yes ___ No
 If yes, give date _____

Have you ever been employed with us before? _____ Yes ___ No
 If yes, give date _____

Are you a regular attendee of a local church? _____ Yes ___ No
 If yes, please give name and phone number _____

Have you ever been convicted of any crime other than a minor traffic violation? _____ Yes ___ No
 If yes, state date, and where offense occurred, and court where conviction was entered: You need not provide information in sealed or expunged records. _____

Are you currently employed? _____ Yes ___ No

If so, does your current employer know of your plans to change employment? _____ Yes ___ No
 Why do you desire to make a change? _____

Have you ever been discharged or requested to resign from a position? _____ Yes ___ No

Have you ever held a position of trust (handling money or confidential material)? _____ Yes ___ No

Date available for work _____/_____/_____ What is your needed compensation? _____

Type of employment: ___ Full ___ Part-time ___ Temporary

What days and hours if part time? Days _____ Hours _____
 From: _____ a.m., _____ p.m. To: _____ a.m., _____ p.m.

If needed, are you available to work on Saturday/Sundays? _____ Yes ___ No

EDUCATION

School Last Attended	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

(Attach a sheet if the above space is not large enough)

PRIOR WORK RECORD (Start with most recent or present employer)

Provide a complete list of all employment including self-employment and volunteer work for the last 10 years. You may attach an additional sheet if necessary to provide a complete list.

1. Name of most recent employer _____ Telephone No. _____ Address _____
 _____ Name _____ and _____
 position of Immediate Supervisor _____ Date of Employment: From _____ To _____
 Your position, title and duties _____ Starting Rate \$ _____ Ending Rate \$ _____
 Reason for leaving _____

2. Name of employer _____ Telephone No. _____ Address _____
 _____ Name _____ and _____
 position of Immediate Supervisor _____ Date of Employment: From _____ To _____
 Your position, title and duties _____ Starting Rate \$ _____ Ending Rate \$ _____
 Reason for leaving _____

3. Name of employer _____ Telephone No. _____ Address _____
 _____ Name _____ and _____
 position of Immediate Supervisor _____ Date of Employment: From _____ To _____
 Your position, title and duties _____ Starting Rate \$ _____ Ending Rate \$ _____
 Reason for leaving _____

(Please identify other employment on attached sheet.)

May we contact your current employer? _____

Comments: Include explanation of any gaps in employment (except for educational and medical reasons).

Describe any specialized training, apprenticeship, skills and extra-curricular activities relevant to the position for which you have applied.

List professional, trade, business, or religious activities and offices held.

Additional Information

Are there any other experiences, skills, or qualifications, which you feel would especially fit you for work with our organization?

State any additional information you feel may be helpful to us in considering your application.

Personal/Professional References**Do not include family members.**

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all information provided in this application, or otherwise in the hiring process, as may be necessary in arriving at an employment decision. I hereby generally release Crossroads Community, and its employees, agents, and volunteers, for any injury or damage that I may suffer as a result of such an investigation.

I have read the Crossroads Community Church Statement of Faith and the ministry description of the position of which I am applying and I agree to abide to work and live in agreement with their content.

I hereby understand and acknowledge that any employment relationship with this organization is of an **“at will”** nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed, with or without advanced notice, and for any reason except by a written agreement signed by employee and the administrator of Crossroads Community.

In the event of employment, I understand that incomplete, inaccurate, false or misleading information given in my application or interview(s), or at any other time in the hiring process, may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date