



# APPLICATION FOR EMPLOYMENT

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

Applications are received and employees are hired without regard to race, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist and does not obligate Christ Fellowship in any way. We appreciate your interest in our organization.

While completing this application, if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper. PRINT OR TYPE ALL INFORMATION.

## PERSONAL INFORMATION

Name \_\_\_\_\_  
*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle* \_\_\_\_\_

Address \_\_\_\_\_ How long? \_\_\_\_\_ yr \_\_\_\_\_ mo  
*Street* \_\_\_\_\_ *City/St/Zip* \_\_\_\_\_

Prior Address \_\_\_\_\_ How long? \_\_\_\_\_ yr \_\_\_\_\_ mo  
*Street* \_\_\_\_\_ *City/St/Zip* \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ email \_\_\_\_\_

Are you over the age of 18?  YES  No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? \_\_\_\_\_

Are you a citizen of the United States?  YES  NO

If not a U.S. citizen, can you provide proof that you can legally be employed in the U.S.?  YES  NO

## EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_

Expected Salary? \_\_\_\_\_ Type of Employment  Full-Time  Part-Time  Temporary

If part-time, what days and hours? Days \_\_\_\_\_ Hours \_\_\_\_\_  
 From (\_\_\_\_\_) am / pm To (\_\_\_\_\_) am / pm

Have you applied for a job with us before?  YES  NO Have you ever worked for us?  YES  NO

Have you ever been bonded?  YES  NO Have you ever been refused bond?  YES  NO

If refused bond, state the reason and date \_\_\_\_\_

Have you been convicted of any crime other than a minor traffic violation?  YES  NO

If yes, state date, court and place where offense occurred \_\_\_\_\_

Have you been discharged or requested to resign from a position?  YES  NO

If yes, explain \_\_\_\_\_

Does your current employer know of your plans to change employment?  YES  NO

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)?  YES  NO

Would you have dependable transportation to get you to and from work?  YES  NO

Do you have any personal responsibilities, challenges or conflicts that may affect your daily attendance?  YES  NO

If yes, explain \_\_\_\_\_

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

### EDUCATION INFORMATION

Education	Years Completed	Degree Received & Major Subject	School Name	Location	Did you graduate?
Grammar or High School					
Trade Bus. Or Correspondence					
College					
Graduate School or Seminary					

Describe any other specialized or professional training (such as computers, etc.) If you are currently enrolled in school, what are you studying?

### CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

Current	_____	Dates attended	_____	City/St	_____	Phone#	_____
Previous	_____	Dates attended	_____	City/St	_____	Phone#	_____
Previous	_____	Dates attended	_____	City/St	_____	Phone#	_____

### PRIOR WORK RECORD (Start with most recent employer)

1 Employer Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Your Position or Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_

Describe Your Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact? YES [ ] NO [ ]

2 Employer Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Your Position or Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_

Describe Your Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_ May we contact? YES [ ] NO [ ]

3 Employer Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Your Position or Title \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_

Describe Your Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_ May we contact? YES [ ] NO [ ]

### PERSONAL REFERENCES (Do not list relatives or previous supervisors)

Name _____	Phone _____	Years known _____	Occupation _____
Name _____	Phone _____	Years known _____	Occupation _____
Name _____	Phone _____	Years known _____	Occupation _____

### APPLICANT'S STATEMENT – READ CAREFULLY

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history, financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes. I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

NOTE: If this application is returned by mail, please address it to: "Attn: Human Resources" and mark the envelope "Personal and Confidential".

## Christ Fellowship **STATEMENT OF FAITH AND CODE OF CONDUCT**

All staff members will be held accountable to provide a strong Christian testimony through behavior (i.e. words and actions), that facilitates the mission of *People helping people find and follow Christ*, in our church and our community, in accordance with core Christian doctrine and biblical teachings as understood and taught by Christ Fellowship leadership.

### **WHAT WE BELIEVE**

- God is One, the only God, eternally living in three persons: the Father, the Son and the Holy Spirit, co-equal in deity and glory.
- The Father is fully God; his fatherhood is eternal and personal. He is the Father of our Lord Jesus Christ and of all who believe in Christ.
- Jesus Christ is the only Son of God, co-equal with the Father. Jesus was born of a virgin, lived a sinless human life, and offered himself as the perfect and complete sacrifice for the sins of all people by dying on a cross. He rose from the dead physically demonstrating his victory over sin and death, then ascended to God's throne where he presently intercedes for us. One day he will personally and visibly return to reign as King of Kings.
- The Holy Spirit is co-equal in deity and person with God the Father and God the Son. As the living Holy Spirit, he moved the human authors of the Bible to write God's Word. He makes people aware of their need for Jesus Christ, performs the miracle of new birth, and comes to live in every Christian the moment they trust in Jesus Christ. He unites all Christians into the one Body of Christ providing each of them with power for service, understanding of spiritual truth, and comfort in life's trials.
- People are created in the image of God, to be like him in character. However, all of us are marred by sin which alienates us from God, makes us liable for his judgment, and ultimately results in eternal death apart from God's salvation.
- Salvation is God's gracious free gift to all of us which we must accept. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ alone can we be forgiven for our sins, overcome our alienation from God and be saved from God's judgment. When we turn from our self-ruled life to Jesus Christ in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.
- People were created to exist forever. We will either exist eternally separated from God by sin in hell, or eternally with God through forgiveness and salvation in heaven. Heaven and hell are real places of eternal existence.
- The Church is the family of God, the Body of Christ and the temple of the Holy Spirit created by God to show his glory on the earth by reaching out to people who do not know him, lifting up worship to him, loving each other as His family, growing in maturity to be like Christ, and serving others in his Name. The Church celebrates baptism and the Lord's Supper until he comes.
- The Bible is God's revelation to us written by human authors, under the supernatural guidance of the Holy Spirit, so that it is without error in the original manuscripts. The Bible is our supreme and final authority in all matters about which it speaks.
- We believe that God created marriage as a union between a man and a woman and sexual intimacy is both a means of creating that union and a sign of that covenant (Genesis 2:24). Therefore, sexual intimacy outside of marriage is outside of God's design. This includes living together unmarried, same-sex sexual behavior, pre-marital sex, and the use of pornography (1 Corinthians 6).

### **CODE OF CONDUCT**

In accordance with God's Word, we at Christ Fellowship "must be above reproach" and must "conduct *ourselves* in a manner worthy of the gospel of Christ," particularly those of us in leadership and staff roles. In all our interactions with others, it is crucial that we never do anything that would hinder our mission of *People helping people find and follow Christ*. God calls us to "take pains to do what is right, not only in the eyes of the Lord but also in the eyes of men."

Christ Fellowship expects its employees to:

- Ensure our motives and actions are pure and selfless
- Avoid taking any action, either personally or on behalf of the church, that will violate any law or regulation
- Perform all assigned duties and act in the best interests of the church and it's members
- Adhere to and fully comply with all church policies and procedures
- Conduct all business dealings with fairness, honesty, and integrity
- Protect all information and resources available from loss, theft, and misuse
- Avoid using church resources or church position in pursuit of personal gain or interests
- Comply with all security and safety procedures established by the church
- Avoid even the appearance of conflict of interest or any other impropriety
- Treat fellow employees, volunteers, and members fairly, with dignity and respect
- Avoid disclosing private, personal, confidential, or financial information about employees, volunteers, or church members
- Take care to avoid questionable behavior, especially when interacting with members of the opposite sex
- Help create and sustain an atmosphere conducive to Christlike and ethical conduct

All employees should act in the best interest of Christ Fellowship at all times, practicing honesty and integrity in fulfilling their responsibilities and complying with all applicable laws and regulations. Employees have the responsibility of ensuring that their personal interests do not conflict with those of the church. It is every employee's responsibility to report any violations of this or any other church policy to the Human Resources Manager or a senior associate pastor immediately, without fear of retaliation.

The examples listed above are not all-inclusive. Christ Fellowship reserves the right to determine if conduct is inappropriate or constitutes a conflict of interest.

#### Additional Guidance from God's Word

Therefore, rid yourselves of all malice and all deceit, hypocrisy, envy, and slander of every kind. (1 Peter 2:1)

A gossip betrays a confidence, but a trustworthy man (woman) keeps a secret. (Prov. 11:3)

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves...Your attitude should be the same as that of Christ Jesus. (Phil. 2:3, 5)

You, my brothers (and sisters), were called to be free. But do not use your freedom to indulge the sinful nature; rather serve one another in love...Since we live by the Spirit, let us keep in step with the Spirit. (Gal. 5:13, 25)

Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone. (Col. 4:6)

I have read and understand Christ Fellowship's Statement of Faith and Code of Conduct. I affirm these beliefs and should I become employed at Christ Fellowship agree to abide by them. Failure to abide by the above may include disciplinary action up to and including termination.

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Signature of Applicant

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Date