



EMPLOYMENT APPLICATION

Mid-Cities Community Church (“Church”) is a religious organization that does not discriminate against applicants for employment on the basis of race, age, sex, national origin, disability, veteran’s status or marital status. This Church does discriminate on the basis of religion to the full extent permitted by law.

PLEASE TYPE OR PRINT YOUR ANSWERS TO ALL OF THE FOLLOWING QUESTIONS - AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

Date _____

Full Legal Name _____
Last First Middle

Other Names Used _____

Social Security No. _____

Current Address _____

City _____ State _____ Zip Code _____

Telephone _____ E-mail _____

Position Applying For _____

IF AT THE ABOVE ADDRESS LESS THAN FIVE YEARS, PLEASE LIST PREVIOUS ADDRESS (use additional paper if necessary)

Street Address _____

City _____ State _____ Zip Code _____

EMPLOYMENT APPLICATION

A2:1

EMPLOYMENT HISTORY

(List present or most recent employer first)

COMPANY		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
COMPANY		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
COMPANY		SALARY		SALARY	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
COMPANY		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			

EDUCATION

(List most recent educational experience first)

**EDUCATION AND TRAINING LEVELS ARE RELEVANT FOR EMPLOYMENT
ONLY TO THE EXTENT ALLOWED BY LAW**

NO. OF YEARS	SCHOOL NAME	CITY/STATE	DID YOU GRADUATE?	MAJOR COURSE/DEGREE

BACKGROUND INFORMATION

1. Are you legally eligible for employment in the US? ☐ YES ☐ NO
**Proof of citizenship or immigration status will be required upon employment.*
2. Have you ever been arrested, charged, indicted, convicted, or placed on regular or deferred probation for any crime other than a traffic ticket? ☐ YES ☐ NO
If yes, please explain _____
3. Are you currently under indictment for any crime other than a traffic ticket?
☐ YES ☐ NO If yes, please explain _____
4. Are you currently on probation (regular or deferred) for any crime other than a traffic ticket? ☐ YES ☐ NO
If yes, please explain _____
5. Have you been arrested for, charged with, under regular probation or deferred adjudication for, or convicted of a felony or misdemeanor crime of moral turpitude? ☐ YES ☐ NO
(Crimes of moral turpitude include fraud, theft and dishonesty; an affirmative answer does not necessarily disqualify applicant from employment.)
If yes, please explain _____

6. Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? ☐ YES ☐ NO
(If yes, please attach a statement or explanation, including nature of offense, date, and any other relevant information.)
7. Are you required to register as a sex-offender? ☐ YES ☐ NO
8. Have you ever been the subject of a civil lawsuit involving, or an investigation or allegation of, sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? ☐ YES ☐ NO
(If yes, please attach statement describing the circumstances and relevant facts.)
9. Do you have any investigation, review, or disciplinary action pending by an employer, organization in which you volunteered, or professional association for sexual misconduct, violence, or misconduct involving children? ☐ YES ☐ NO
(If yes, please attach statement describing the circumstances and relevant facts.)
10. Are you at least 18 years of age? ☐ YES ☐ NO
11. Contact person for notification in case of emergency _____
12. Telephone number and relationship to you _____
13. If hired, when would you be available? _____
14. Are there any days/hours you would not be available to work? _____
15. Have you previously worked for this Church?
(If yes, give dates) _____
16. Do you have any friends or relatives employed by this Church?
(If yes, please list) _____
17. Who referred you to us? _____
18. Do you have any other skills? ☐ YES ☐ NO
If yes, please list _____
19. Do you have any hobbies? ☐ YES ☐ NO
If yes, please list _____

CHURCH ACTIVITY

Name of church where you are currently a member: _____

If a member of this Church, how long have you been attending? _____

List other churches you have attended over the past five years:

Church Name	Telephone Number	Contact Person	Years Attended

List previous work (church and non-church) involving children or youth:

Organization	Telephone Number	Contact Person	Type of Work

PERSONAL REFERENCES

(Please provide at least four personal character references for us to contact in addition to your employment references.)

Name	Telephone Number & Address	Relationship to You

APPLICANT STATEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby authorize you to contact any references or organizations listed in this Application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this Application by Mid-Cities Community Church ("Church"), I release

EMPLOYMENT APPLICATION

A2:5

this Church, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. 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.

I understand and agree that if I am offered conditional employment with this Church, my appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits and operating policies.

I agree to a medical examination or inquiry, if requested, if I receive a conditional offer of employment, including the analysis for the detection of the use of illegal drugs or controlled substances. I understand that testing positive for drugs or controlled substances could prevent my employment or continued employment by the Church.

I understand and agree that it is critical to the mission and ministry of this Church that all employees conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with this Church's Policies and Procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on this Application or any supplement thereto, or any false statements made to the representative(s) of this Church during the interview process will be sufficient grounds for not hiring me or immediately discharging me, no matter when discovered.

I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE FOREGOING "APPLICANT STATEMENT" AND FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS APPLICATION SHALL BE AS VALID AS THE ORIGINAL.

Applicant Signature: _____ Date _____