

APPLICATION FOR EMPLOYMENT

Liberty Heights Church

YOU MAY OMIT ANY INFORMATION INCLUDED ON A RESUME

Month / Day / Year

DATE

First Middle Last
NAME

POSITION APPLYING FOR

Street or Box Number
ADDRESS

Full Time Part Time

City State Zip Code

Salary expected:

How long have you lived at this address? Years: Months:

I am available to begin Month / Day / Year

HOME TELEPHONE NUMBER

SOCIAL SECURITY NUMBER

EDUCATION

High School City State

GRADUATE
YES NO

DEGREE FIELD

Vocational Technical Training City State

College/University City State

College/University City State

Other Education or Training:

What office equipment can you operate?

Are you studying at the present time? If so, what and where?

What special skills and qualifications do you have?

Foreign languages (and degree of competence):

Are you legally entitled to work in the United States of America? Yes No

Are you 18 years or older? Yes No

Have you ever been convicted of, or entered a guilty plea or pleas of nolo contendere, to a crime(felony or misdemeanor), excluding minor traffic violations? Yes No

Military Status
BRANCH:
DATES:
RANK:

Previously employed by us? Yes No If so, when? _____

Where? _____

Have you any relatives or friends employed by us? Yes No

If so, please give names and relationships. _____

Who referred you to us? _____

In the following spaces, give a complete record of your employment, including any periods of self-employment. Begin with your most recent employment and work back. For dates of employment, list both the month and year.

If additional space is needed, attach a supplementary sheet.

Are you presently employed? Yes No If so, may we contact your present employer? Yes No

Contact Name: _____ Contact Telephone Number: _____

I. **NAME OF PRESENT/LAST EMPLOYER:** _____

Address: _____

Dates Employed: From _____ To _____ Ending Salary: _____

Telephone Number: _____ Supervisor's Name and Position: _____

Job Title and Description of Work and Responsibilities: _____

Reason for Leaving: _____

II. **NAME OF PREVIOUS EMPLOYER:** _____

Address: _____

Dates Employed: From _____ To _____ Ending Salary: _____

Telephone Number: _____ Supervisor's Name and Position: _____

Job Title and Description of Work and Responsibilities: _____

Reason for Leaving: _____

III. **NAME OF PREVIOUS EMPLOYER:** _____

Address: _____

Dates Employed: From _____ To _____ Ending Salary: _____

Telephone Number: _____ Supervisor's Name and Position: _____

Job Title and Description of Work and Responsibilities: _____

Reason for Leaving: _____

IV. **NAME OF PREVIOUS EMPLOYER:** _____

Address: _____

Dates Employed: From _____ To _____ Ending Salary: _____

Telephone Number: _____ Supervisor's Name and Position: _____

Job Title and Description of Work and Responsibilities: _____

Reason for Leaving: _____

CERTIFICATION

Because of the special relationship of trust and service placed in the individuals who are called to serve for a Christian ministry, Liberty Heights Church conditions employment on, among other things, the results of previous employer references, pastor references, and other general references and investigations.

I have read the completed application carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I further authorize Liberty Heights Church to make such investigation and inquiries of my prior employment, my qualifications and related matters in arriving at an employment decision. I hereby authorize my previous employers, educational institutions, and religious denominations, churches, and other organizations to provide all information that they may have concerning my past employment, education, service, membership, or affiliation. In addition, I hereby release Liberty Heights Church and its officers, directors, employees, and other agents of and from any and all potential liability arising from such investigation and inquiries of the above information and/or the completion of any criminal record check requirements.

I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it, or in my interview(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, if made, or disciplinary action, up to and including immediate discharge, as applicable. Employment is subject to job availability.

Signature

Date

Name: _____

Because Liberty Heights Preschool is a Christian preschool and a ministry of Liberty Heights Church, it is a job requirement of all Liberty Heights Preschool teachers and assistants to attend and regularly serve in a local Bible-based church (you do not have to attend or be a member of Liberty Heights Church to be on staff for Liberty Heights Preschool). Please answer the questions below so we know a little bit about how you're growing in your faith in Jesus Christ.

1. What church do you attend? _____

2. Are you a member of the church listed in question #1? ____ Yes ____ No

3. If you answered Yes to #2, how long have you been a member? _____

4. How often do you attend church (this can include worship service, Sunday school, life group, Bible study, etc.)? Choose 1:

____ 3 or more times per month

____ 1-2 times per month

____ several times per year

____ occasionally

5. If you do not have a church home, what religion do you affiliate with? _____

6. In your opinion, what does it take to get to heaven? _____

7. Please list all ministries you regularly serve in at your church **and in what capacity?**

Examples of typical church ministries include, but are not limited to: worship ministry (vocal or instrumental), nursery, teach and/or attend Sunday school (please specify adult or age of children if you teach), Vacation Bible School, Women's Ministry, senior adult ministry, stewardship/finance team, personnel team, children's ministry, youth or college-age ministry, prayer team/ministry, kitchen/food service ministry, church office volunteer, cleaning/janitorial/building or grounds maintenance.

8. Please list all Christian-based volunteer work you regularly participate in or have participated in during the last 12 months **and in what capacity?**

