

Employment Application
Christ Covenant Church
800 Fullwood Lane Matthews, NC 28105
704-847-3505
www.christcovenant.org

Applications are received and employees are hired without regard to race, creed, 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 the church in any way.

Position(s) applied for _____ Date applied _____

Name _____ SSN _____
LAST FIRST MI

Address _____

Telephone _____ Cell phone _____ E-mail _____

Referral Source (how did you hear about us?) _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

Have you ever been employed here before? If **yes**, give dates, positions and reason for leaving

Yes No _____

Are you legally eligible for employment in this country? Yes No

Date available for work _____

Type of employment desired Full Time Part Time Temporary Seasonal

Are you able to perform the essential functions of the job you are applying for, with or without

reasonable accommodation? Yes No

Have you ever been convicted of or pleaded guilty or no contest to any criminal offense of any kind other than a minor traffic violation?

Yes No If **yes**, please provide details _____

Do you have steady transportation to work? Yes No _____

List any skills or qualifications that would enhance the position for which you are applying.

	Beginner	Intermediate	Advanced
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

Testimony

Please briefly give your personal Christian testimony.

Why do you wish to work at Christ Covenant Church?

Employment History

Starting with your most recent employer, provide the following information.

#1 Name of Employer _____ Telephone Number _____

Address _____

Name and Position of Immediate Supervisor _____

Date of Employment: From To _____

Your Position, Title and Duties _____

Reason for leaving _____

#2 Name of Employer _____ Telephone Number _____

Address _____

Name and Position of Immediate Supervisor _____

Date of Employment: From To _____

Your Position, Title and Duties _____

Reason for leaving _____

#3 Name of Employer _____ Telephone Number _____

Address _____

Name and Position of Immediate Supervisor _____

Date of Employment: From To _____

Your Position, Title and Duties _____

Reason for leaving _____

#4 Name of Employer _____ Telephone Number _____

Address _____

Name and Position of Immediate Supervisor _____

Date of Employment: From To _____

Your Position, Title and Duties _____

Reason for leaving _____

Educational Background

Starting with your most recent school attended, provide the following information

School (city & state)	Years completed	Dates attended	GPA	Degree Earned

Residential History

List all residential addresses in the last 7 years.

Address	City, State, zip code	From	To

References

List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

References	#1	#2	#3
Name			
Phone			
Email			
Relationship			

Compensation Information:

#1 Employer: Please give your start Rate _____ End Rate _____

#2 Employer: Please give your start Rate _____ End Rate _____

#3 Employer: Please give your start Rate _____ End Rate _____

#4 Employer: Please give your start Rate _____ End Rate _____

What is your desired salary range? \$ _____

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.

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 authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant

Date