

EDUCATION:

High School					
Name / Location of School			Diploma [] GED [] None []		
College / Trade School					
Name of School	City	State	Dates attended	Courses Studied	Type of degree

EMPLOYMENT HISTORY:

Describe all work experience in detail, beginning with your current or most recent job including military service (indicate rank), internship and job related volunteer work. If applicable include number of employees supervised. *
 Use a separate block to describe each position or gap in employment. If needed attach an additional sheet using the same form as the application.

* If resume is included, please give information on application that is not included on resume

Most Recent Employment:

Name Employer: _____
 Address _____
 Your Job Title _____
 Supervisor's Name: _____ Phone No: (____) - ____ - _____
 FROM: ____/____/____ TO: ____/____/____
 Hours per week _____ Full time _____ Part time _____
 Pay Rate Start _____ Pay End _____

Please describe your day to day duties and responsibilities, if supervisor describe all responsibilities. _____

Reason for leaving:

May we contact this employer? Yes [] No []

Previous:

Name Employer: _____

Address _____

Your Job Title _____

Supervisor's Name: _____ Phone No: (____) - ____ - _____

FROM: ____/____/____ TO: ____-____/____/____

Hours per week _____ Full time _____ Part time _____

Pay Rate Start _____ Pay End _____

Please describe your day to day duties and responsibilities, if supervisor describe all responsibilities. _____

Reason for leaving: _____

May we contact this employer? Yes [] No []

Previous:

Name Employer: _____

Address _____

Your Job Title _____

Supervisor's Name: _____ Phone No: (____) - ____ - _____

FROM: ____/____/____ TO: ____-____/____/____

Hours per week _____ Full time _____ Part time _____

Pay Rate Start _____ Pay End _____

Please describe your day to day duties and responsibilities, if supervisor describe all responsibilities. _____

Reason for leaving: _____

May we contact this employer? Yes [] No []

SKILLS & ABILITIES

Please review the required skills for this position. Check all areas with which you have experience.

- Microsoft Office:
- Word
- Excel
- Outlook
- PowerPoint
- Publisher
- Access
- Adobe
- Database Management Software
 - If so, please indicate the program used: _____
- Online research tools
- Social Media use
 - If so, what platforms: _____
- Electronic Bookkeeping experience (*i.e.: QuickBooks*)
- Phone reception

Please list any unique skills or experience you have relevant to this position not listed above:

Applicant should have the following abilities and characteristics needed for job performance:

- Computer savvy
- Organization
- Responsible
- Multi-tasking
- Confidentiality (a must)
- Self-starter
- Flexibility
- Excellent Verbal skills
- Professional and Polite Reception for both phone calls and office visitors

CHURCH & CHRISTIAN BACKGROUND:

Do you know Jesus Christ as your personal savior? Yes [] No []

Do you attend church regularly at The Ridge? Yes [] No []

If not, where do you attend? _____

Are you a member of the church you attend? Yes [] No []

If yes, how? _____

Would you be willing to become a member at The Ridge?* Yes [] No [] Possibly [] *not required

Define what a biblical tithe is:

Do you tithe to your local church? Yes [] No []

Are you actively attending in your church? Yes [] No []

Are you actively involved in the ministry of your church? Yes [] No []

Please describe:

How much time do you volunteer on a weekly basis?

5 hrs. Or less [] 10 hrs. Or less [] 20 hrs. Or less []

Where do you volunteer? Example, (The Ridge, other church, Community ministry, Red Cross, school, hospital, etc.)

REFERENCES:

Please list below the names of four people not related to you that we can contact:

Name	Email	Phone #	Relation	Years Known
1				
2				
3				
4				

Thank you for your interest in joining us here at The Church @ The Ridge. We are an equal opportunity employer. Employment policy is to provide equal employment opportunity for all qualified employees and applicants without regard to race, color, sex, age or national origin. The Church @ The Ridge does however, reserve the right to employ persons who have a Christian background, philosophy of ministry and who, in the opinion of the church, have a work history and lifestyle which is consistent with the Scriptural principles that The Church @ The Ridge embraces.

The information provided in this Application for Employment is true, correct and complete. If employed, and misstatements or omissions of facts on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If The Church @ The Ridge decides to engage an investigative consumer reporting agency to report on my credit and personal history including criminal background check, I authorize Church @ The Ridge to do so.
_____ (Initial)

Signature: _____

Date: _____