THE CHURCH AT



# **EMPLOYMENT APPLICATION**

Position: <u>Ministry Assistant, Part-time</u>

(General Admin.)

Date_	_	

#### **PERSONAL INFORMATION:**

Current Address   City   State   Zip     How long at current address?   Previous address   City   State     Zip   Zip   Social Security Number #   Social Security Number #     Phone Contacts: Home: (	First Name		Last Name	e		Mi	ddle
How long at current address?   Previous address Zip   City   State     Phone Contacts: Home: (							
address?   Zip     Phone Contacts: Home: (	Current Address			City		State	Zip
Cell: ()   -     Are you a US citizen or alien legally authorized to work in the United States?   Have you ever been convicted of a Felony? Yes [] No []     Yes [] No []   If yes please explain on a separate sheet of paper.     Driver's License #   Date of birth     Are you currently employed?   When can you start work?     Yes [] No []   Have you served in the Military?     Yes [] No []   From     To   Honorable Discharge?     Yes [] No []   Part Time [X]     Full Time []   Rate of pay: Competitive Hourly     During the last 10 years were you fired from a job for any reason?   Explain:	How long at current address?		5		City		State
the United States?   Yes [] No []     Yes [] No []   If yes please explain on a separate sheet of paper.     Driver's License #   Date of birth   Email     Are you currently employed?   When can you start work?   Have you served in the Military?     Yes [] No []   From   To     Branch of Service   From   To     Part Time [X]   Full Time []   Rate of pay: Competitive Hourly     During the last 10 years were you fired from a job for any reason?   Explain:					Social Security	Number #	
Yes [] No []   Yes [] No []     Branch of Service   From   To     Honorable Discharge?   Yes [] No []     Part Time [X]   Full Time []     Rate of pay: Competitive Hourly     During the last 10 years were you fired from a job for any reason?   Explain:	the United States?		No [	]	Yes [] No	[ ] plain on a separat	-
Branch of Service From To Honorable Discharge? Yes []   No []   Part Time [X] Full Time []   Rate of pay: Competitive Hourly	Are you currently emp	ployed?	When can yo	u start v	vork?		in the Military?
During the last <b>10 years</b> were you fired from Explain:			From		То	Honorable Disch	
a job for any reason?			Part Time [	X ]	Full Time [ ]	Rate of pay: Con	petitive Hourly
Yes [] No [] If yes please explain. Why are you interested in working in this position?	a job for any reason? Yes [ ] No	[ ] If yes please ex	xplain.	xplain:			

## **EDUCATION:**

High School					
Name / Location of School Diploma [] GED [] None []					
College / Trade Scho	ool				
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: $\neg$ $/$ $/$
FROM:
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: ()
$\frac{\text{FROM}}{\text{FROM}} / \frac{1}{1000} = \frac{1}{10$
Hours per week Full time Part time
FROM:
Please describe your day to day duties and responsibilities, if supervisor describe all
responsibilities
Reason for leaving:
May we contact this employer? Yes [] No []
<b>n</b>
Previous:
Name Employer:
Address
Your Job Title
Supervisor's Name:     Phone No: ()
Your Job Title
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:
Reason for reaving.
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
- □ Online research tools
- □ Social Media use
- □ 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 F	Ridge?* Ye	es[] 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:	
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Date: