

kingsway christian church

Application for Church Employment

7981 E. County Road 100 N.
Avon, IN 46123
phone: 317.272.2222
fax: 317.272.3407

Employees must be members of Kingsway Christian Church or willing to place membership prior to employment.

PERSONAL

Last name	First name	Middle name	Date of application
Address		City, State ZIP	
Home phone (with area code)	Daytime phone (with area code)	Mobile phone (with area code)	
Email address			
If you have used a name other than the one listed above during the past five years, please list it here.			

Are you 18 years of age or older? Yes No

Are you legally authorized to work in the United States? Yes No

POSITION AND AVAILABILITY

For what position are you applying?	Full-time	Date you would be available:
	Part-time	Available work hours: Days Evenings Weekends (Check all that apply)

BACKGROUND

Please provide the following information concerning your church affiliation over the past five years:

Church Name	Dates Attended	Address	Phone (with area code)
(Current church)			

EMPLOYMENT HISTORY

May we contact your present employer? Yes No

If no, please explain:

Please give enough information to allow for review and evaluation of your work experience and abilities. List the positions you have held starting with your most recent job. Include relevant volunteer experience. If additional space is needed, attach a sheet of paper. This section must be fully completed. *A resume may be attached but will not be accepted in place of this section.*

Current or last employer		Address, City, State ZIP			
Position		Supervisor or contact person for reference		Phone (with area code)	
Beginning date MM/YYYY	Ending date MM/YYYY	Starting salary	Ending salary	Reason for leaving	
Please describe your duties					

Employer		Address, City, State ZIP			
Position		Supervisor or contact person for reference		Phone (with area code)	
Beginning date MM/YYYY	Ending date MM/YYYY	Starting salary	Ending salary	Reason for leaving	
Please describe your duties					

Employer		Address, City, State ZIP			
Position		Supervisor or contact person for reference		Phone (with area code)	
Beginning date MM/YYYY	Ending date MM/YYYY	Starting salary	Ending salary	Reason for leaving	
Please describe your duties					

Please identify and explain all periods of unemployment during the last five years:

EDUCATION

Highest completed: High School | College | Graduate School

List all schools beginning with high school:

School	City/State	Graduate?	Year degree earned	Degree/Major
		Yes No		
		Yes No		
		Yes No		

TRAINING AND EXPERIENCE

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

PROFESSIONAL REFERENCES

List below two professional references who are well acquainted with you. Do not list relatives.

Name	Name
Address	Address
City, ST ZIP	City, ST ZIP
Phone (with area code)	Phone (with area code)
Email	Email

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Also use this section to expand any statements made in other sections of this application form. Attach additional sheets if necessary.

I certify that the information on this application is correct and that if any of the information is untrue, I may be disqualified from employment, or, if hired, I may be dismissed. I give Kingsway Christian Church permission to verify my employment history and to solicit and secure other information that may be required to determine my suitability for employment. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the church as well as from the use or disclosure of such information by the church or any of its agents, employees, or representatives.

If employed by the church, I agree to conform to the rules and standards of the church, as amended from time to time at the church's sole discretion. I further agree that my employment and compensation can be terminated at will, with or without cause and with or without notice, at any time, either at my option or at the option of the church. I understand that no employee or representative of the church other than the Human Resources Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I also understand that all offers of employment are conditioned on the receipt of satisfactory response to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S.

Applicant's signature	Date MM/DD/YYYY
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