

Chapel Hill Presbyterian Church - Employment Application

Your interest in Chapel Hill Presbyterian Church ("Chapel Hill") is appreciated. We invite you to complete the following application and return it as soon as possible. Chapel Hill does not discriminate against any person because of sex, race, color, national origin, age, or disability as required by federal law (to the extent applicable to Chapel Hill). As a religious non-profit organization, Chapel Hill may prefer employees on the basis of religion.

Personal Information

Name		Date	
Address			
City		State	Zip
Home Phone		Cell Phone	
E-mail address			

Position Information

Position for which you are applying			
How did you find out about this position?			
Hours per week you desire to work		Hours of the week you prefer to work	
Days of the week you prefer to work			
Have you reviewed the job description for this position?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the duties of the job, with or without accommodation?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Education

High School		City & State		
Concentration		GPA	Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade/Business School		City & State		
Concentration		GPA	Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
College		City & State		
Degree/Major		GPA	Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
College		City & State		
Degree/Major		GPA	Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment Information

List your previous employers over the last 10 years, beginning with the most recent.

Current (or last) Employer						Phone				
Address				City			State		Zip	
Employment Dates	From		To		Starting Pay		Ending Pay			
Reason for leaving						Supervisor's Name				
Position Title and Duties										

Employer						Phone				
Address				City			State		Zip	
Employment Dates	From		To		Starting Pay		Ending Pay			
Reason for leaving						Supervisor's Name				
Position Title and Duties										

Employer						Phone				
Address				City			State		Zip	
Employment Dates	From		To		Starting Pay		Ending Pay			
Reason for leaving						Supervisor's Name				
Position Title and Duties										

Please list any other experience and/or skills you have that you feel would be helpful for this position, including computer and software programs.

Additional Information

Please explain "yes" answers to the following questions more fully on a separate piece of paper. Answering "yes" to any of these questions will not necessarily bar you from employment.

1. Are there any facts or circumstances involving you or your background that would call into question your involvement in an environment where children or youth may be present? Yes No
2. Have you ever been held, detained, taken into custody, charged, arrested, indicted, fined, forfeited bond, cited, or convicted for a violation of any law, regulation, or ordinance? Yes No
3. Are you currently under indictment, on probation, parole, or work release Yes No
4. Have you ever been investigated by the Department of Social and Health Services, including, but not limited to, Child Protective Services? Yes No
5. Have you ever had your driver's license suspended or revoked for any reason? Yes No
6. Have you accepted Jesus Christ as your personal savior? Yes No

What organizations have you belonged to or offered voluntary services? Explain your role, give the name of the organization, and the dates you were involved. (Use additional paper, if necessary). Please indicate for each organization the reason why you have discontinued your involvement (if you are no longer involved).

Please list the churches you have attended regularly within the last 10 years, if any. Please include the city, state and phone number of the church, and the approximate dates you regularly attended.

If you mentioned a church above, what church activities were you involved in and with what degree of regularity?

Have you ever been asked to leave a church? No Yes. If yes, why?

References

Please list four persons who are available for immediate contact and who can comment on your character, reputation and/or work experience. References cannot be related to you and cannot be living in your household. List how long you have known them and the type of reference (friend, neighbor, business associate, etc.).

Name				Known Since	
Phone (days)		Phone (Evenings)		Type of Reference	

Name				Known Since	
Phone (days)		Phone (Evenings)		Type of Reference	

Name				Known Since	
Phone (days)		Phone (Evenings)		Type of Reference	

Name				Known Since	
Phone (days)		Phone (Evenings)		Type of Reference	

My answers on this Application are true and correct and complete. I understand that if I am employed by Chapel Hill, it will be at the will of both parties and that my employment can be terminated at any time, with or without cause. I understand that no offer or promise of employment has been made.

I authorize Chapel Hill to request criminal background checks on me and a copy of my driving record (if you will be operating a vehicle on behalf of Chapel Hill) once an offer of employment is made and during the course of my employment.

I understand and agree that it is important for all Chapel Hill employees to reflect the values and faith of Chapel Hill. I understand and agree to the following beliefs:

1. I confess the lordship of Jesus Christ in my life and as the Savior for the world.
2. I confess the authority of Scripture as the only reliable guide for faith and practice.
3. I affirm and will abide by fidelity between one man and one woman in the covenant of marriage as the standard for appropriate sexual relations.

Signature _____ Date _____

Release and Authorization of Release of Information

To whom it may concern:

I, _____, have applied for employment at Chapel Hill Presbyterian Church ("Chapel Hill"). I authorize Chapel Hill to contact any person or entity to obtain information concerning me, including, but not limited to, the employers, organizations, supervisors, governmental agencies and references that I listed in my application. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including, but not limited to, Child Protective Services, to release information concerning me. **I hereby release and agree to hold harmless from liability any person or organization (whether listed in my application or not) who provides information or references about me to Chapel Hill or its directors, officers, employees, volunteers and agents. I also hereby release and agree to hold harmless Chapel Hill and its past, present and future directors, officers, employees, volunteers, and agents with respect to the obtaining of such information about me.** I waive any right I might have to inspect the references provided on my behalf. A copy of this release shall be as effective as a signed original.

I have read this release and authorization of release of information, and enter it freely and voluntarily.

THIS STATEMENT CONTAINS A RELEASE. PLEASE READ IT CAREFULLY.

Signature _____ Date _____