

# CHURCH

## Application for Employment

Date \_\_\_\_\_

Please complete this application in full. If you are providing us with a resume, you may write "SEE RESUME". But please complete all blanks that request information not listed on your resume. Feel free to attach additional sheets if you need more space to respond to any question.

**PERSONAL INFORMATION**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (Zip)

Home phone (\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_

Social Security No. \_\_\_\_\_

Please describe your personal relationship with Jesus Christ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT INFORMATION**

Position Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Briefly explain why this type of position is of interest to you \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked for Eastside Christian Church or School before? \_\_\_\_\_ When? \_\_\_\_\_

In what capacity? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION/SKILLS**

SCHOOL	NAME/LOCATION	DID YOU GRADUATE?	SUBJECTS/DEGREE EARNED
HIGH SCHOOL			
COLLEGE			
TRADE SCHOOL/OTHER			

Please list any additional special education or training which would be of added value in this position \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list the spiritual gifts which you believe God has given you through His Holy Spirit \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you see these gifts being used in your job at Eastside? If so, how? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT/EXPERIENCE HISTORY**

If you have gained any experience through volunteer positions, please list those as well as your paid work experience. Please list your most recent experience first. Feel free to attach additional sheets if you need more space to list pertinent experience.

**EMPLOYER/ORGANIZATION** \_\_\_\_\_

Address \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Starting Date \_\_\_\_\_ Separation Date \_\_\_\_\_

Position \_\_\_\_\_ Paid or Volunteer? \_\_\_\_\_

Starting Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Final Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name & Title of Supervisor \_\_\_\_\_

May we contact this individual? \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_







<b>RESOLUTION OF DISPUTES</b>
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As a community of Christians, \_\_\_\_\_ Church believes that the Bible commands us to make every effort to live in peace with one another and to resolve disputes with each other in private or within the Christian church. Our guidelines for resolving problems and reconciling relationships are contained in Matthew 5:22-24, Matthew 18:15-20, and 1 Corinthians 6:1-8. Based on the fact that the parties involved in your potential employment are Christians, and based on the Biblical injunctions noted above, we ask you to agree to the following process for the resolution of disputes as a condition of your employment.

\* \* \*

If I am employed by \_\_\_\_\_ Church, I agree that any controversy or claim arising out of my employment shall be settled by Biblically-based mediation/arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. I understand that if employed I will be given a copy of the Rules and that I can request a copy prior to employment if desired. I understand that these Rules call for mediation of disputes, and if necessary, final binding arbitration thereafter.

Unless otherwise agreed by the parties, all mediations shall be conducted by at least two mediators and all arbitration proceedings shall be conducted by three arbitrators.

I AGREE THAT THESE METHODS WILL BE THE SOLE REMEDY FOR ANY CONTROVERSY OR CLAIM ARISING OUT OF MY EMPLOYMENT BY EASTSIDE CHRISTIAN CHURCH, INCLUDING CLAIMS FOR VIOLATION OF FEDERAL AND STATE LAW AND FOR NEGLIGENT OR INTENTIONAL WRONGFUL CONDUCT.

I FURTHER AGREE THAT THESE METHODS SHALL BE THE SOLE REMEDY WHETHER THE CLAIM IS BETWEEN MYSELF AND \_\_\_\_\_ CHURCH, OR BETWEEN MYSELF AND ONE OR MORE OF ITS PASTORS, BOARD MEMBERS, OFFICERS, ADMINISTRATORS, STAFF MEMBERS OR OTHER EMPLOYEES OR CONTRACTORS. I EXPRESSLY WAIVE MY RIGHT TO FILE A LAWSUIT AGAINST \_\_\_\_\_ CHURCH IN ANY CIVIL COURT FOR SUCH DISPUTES, EXCEPT TO ENFORCE A LEGALLY BINDING ARBITRATION DECISION. BY ACCEPTING THIS EMPLOYMENT APPLICATION AND OFFERING ME EMPLOYMENT, I UNDERSTAND THAT \_\_\_\_\_ CHURCH ALSO WAIVES ITS RIGHT TO FILE A LAWSUIT AGAINST ME IN ANY CIVIL COURT FOR SUCH DISPUTES, EXCEPT TO ENFORCE A LEGALLY BINDING ARBITRATION DECISION.

Except as otherwise provided in the *Rules of Procedure for Christian Conciliation*, in any proceeding brought to resolve a controversy arising out of my employment by \_\_\_\_\_ Church, I understand and agree that each party shall – regardless of the outcome of the matter – bear his/her/its own attorney fees and costs.

<b>APPLICANT'S STATEMENT</b>
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I affirm that the information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or other organizations listed in this application to release information they may have regarding my character and ability to work in a church environment. I release all such references from any liability or damage that could result from furnishing this information to \_\_\_\_\_ Church.

Should I accept an offer of employment from \_\_\_\_\_ Church, I agree with and affirm the following statements:

- 1) I understand that my employment is "at will" and may be terminated by myself or \_\_\_\_\_ Church, with or without notice, and with or without cause, at any time. The "at will" condition may not be altered by any representative of \_\_\_\_\_ Church unless done so in writing and signed by the Senior Minister and the Chairman of the Board of Elders.
- 2) My signature below attests to my agreement with all of the statements in this section of the application and with all conditions of employment contained within this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*These samples are provided as input to assist you in developing procedures, but are not a substitute for considering the risks at your church and establishing your own policies and procedures to reduce those risks to acceptable levels. Transformation Ministries provides these as a convenience for its churches but directly states to you, the user that Transformation Ministries is not providing these to you as legal advice or even a substitute for legal advice. Use of these samples is at your own risk. Laws change and best practices change, sometimes rapidly. It is your church's responsibility to stay abreast of changes in laws and best practices. It is recommended you always consult with your attorney and/or CPAs part of the process of developing your policies and procedures.*