



Application for Employment

It is the policy of CyLife Church not to discriminate against any applicant for employment or any employee because of age, color, sex, disability, national origin, race, religion or veteran status. As permitted by Title VII of the 1964 Civil Rights Act, the church will only hire individuals who profess the Christian faith and adhere to the statement of faith of CyLife Church.

To assist us in better understanding your qualifications and interest and to ensure the fullest consideration, please provide all of the information requested on the application.

PLEASE PRINT OR TYPE ALL INFORMATION

PERSONAL

Last Name	First Name	Middle Name	Date of Application
Address		City, State and Zip	
Daytime & Evening Phone		E-mail Address	
If you have used a name other than the one listed above, during the past five years, please list them.			

POSITION AND AVAILABILITY

Position Seeking	Expected Salary	<input type="checkbox"/> Full Time (30+ hrs.) <input type="checkbox"/> Part Time	Date you would be available
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BACKGROUND

Please provide the following information concerning your church attendance over the past five years.

Current Church	Dates Attended	Address	Phone
Previous Church			
Previous Church			



Are you able to perform the essential functions of the position for which you are applying with reasonable accommodation?

Yes

No If no, please explain (use a separate sheet of paper if necessary)

Are you a United States Citizen or an alien legally authorized to work in the United States?

Yes

No

Have you ever been convicted of, pled guilty or no contest to a crime other than a minor traffic violation or are you now under any charges for any criminal offense? If arrest or conviction records have been expunged, you do not need to provide that information. *A criminal conviction will not disqualify an applicant from being hired, CyLife Church will consider: the nature or gravity of any offense or conduct; the time elapsed since the conviction; and the responsibilities of the job being filled.*

Yes (If yes, please explain fully on a separate sheet of paper).

No

RESIDENCE

List each county and state of residence for the past five years:

Name of County (Please indicate the number of different residential addresses within each county).	State	Date (Number of Years)

EDUCATION

Circle the highest grade completed 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

List all schools beginning with high school:

School	City/State	Graduate? Yes/No	Degree/Major



EMPLOYMENT HISTORY

List your past three employers since high school beginning with your current or most recent employer.
Use reverse side if necessary.

Current or Last Employer		Address, City, State, Zip		
Position		Supervisor or Contact Person for Reference		Phone (with area code)
Beginning Date	Ending Date	Starting Salary	Ending Salary	Reason for Leaving
Please Describe your Duties				

Current or Last Employer		Address, City, State, Zip		
Position		Supervisor or Contact Person for Reference		Phone (with area code)
Beginning Date	Ending Date	Starting Salary	Ending Salary	Reason for Leaving
Please Describe your Duties				

Current or Last Employer		Address, City, State, Zip		
Position		Supervisor or Contact Person for Reference		Phone (with area code)
Beginning Date	Ending Date	Starting Salary	Ending Salary	Reason for Leaving
Please Describe your Duties				

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.



PERSONAL REFERENCES

List two personal references that are well acquainted with you. Do not list relatives.

Name		
Address		
City, State		
Zip		
Telephone		

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 the section to expand any statements made in other sections of the application form. Attach additional sheets if necessary.



APPLICANT'S STATEMENT – READ CAREFULLY

In consideration of the receipt and evaluation of this application by the church, I agree and represent that the information contained in this application is correct to the best of my knowledge. I understand and agree that providing false or misleading information on this application is grounds for my immediate dismissal if I am hired.

I authorize any references, schools, current or former employers, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give CyLife Church any information (including opinions) regarding my character and fitness for employment. I hereby release any individual, employer, church, denominational agency or official, reference, or any other person or organization including record custodians, both collectively and individually, and whether or not identified in this application from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply with this authorization excepting only the communication of knowingly false information.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I (check one) Waive
 Do Not Waive

any right that I may have to inspect any information provided about me by any person or organization described above.

Should my application be accepted, I agree to be bound by the policies of the church and to refrain from any conduct in violation of the church's teachings.

I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the church for either employment or the providing of any benefit. I further understand that a criminal records check may be conducted on me and I consent to any such check.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

Signature of Applicant _____ Date _____