



## 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

Applicant Name (Last, First, MI):		Date:
Street Address:		Apt #:
City, State, Zip Code:		
Primary Phone:	Alternative Phone:	
E-mail Address:		

### POSITION INFORMATION

Position for which you are applying:	
How did you learn of 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 Name:		City & State:
Diploma or GED:	GPA:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School Name:		City & State:
Concentration:	GPA:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
College:		City & State:
Degree/Major:	GPA:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
College:		City & State:
Degree/Major:	GPA:	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No

## EMPLOYMENT HISTORY

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

<b>Current (or most recent) Employer:</b>		Phone:
Employer Address:		
Employment Dates - From:	To:	Supervisor's Name:
Reason for Leaving:		
Position Title and Duties:		

<b>Employer:</b>		Phone:
Employer Address:		
Employment Dates - From:	To:	Supervisor's Name:
Reason for Leaving:		
Position Title and Duties:		

<b>Employer:</b>		Phone:
Employer Address:		
Employment Dates - From:	To:	Supervisor's Name:
Reason for Leaving:		
Position Title and Duties:		

<b>Employer:</b>		Phone:
Employer Address:		
Employment Dates - From:	To:	Supervisor's Name:
Reason for Leaving:		
Position Title and Duties:		

## ADDITIONAL INFORMATION

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

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 with 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 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 (neighbor, business associate, supervisor, etc.).

<b>Name:</b>		<b>Type of Reference:</b>
<b>Known Since:</b>	<b>Phone:</b>	<b>Email Address:</b>

<b>Name:</b>		<b>Type of Reference:</b>
<b>Known Since:</b>	<b>Phone:</b>	<b>Email Address:</b>

<b>Name:</b>		<b>Type of Reference:</b>
<b>Known Since:</b>	<b>Phone:</b>	<b>Email Address:</b>

<b>Name:</b>		<b>Type of Reference:</b>
<b>Known Since:</b>	<b>Phone:</b>	<b>Email Address:</b>

## CERTIFICATION AND ACKNOWLEDGEMENT

My answers on this Application are true, 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.

<b>Applicant Signature:</b>	<b>Date:</b>
-----------------------------	--------------

## 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.

Applicant Signature:	Date:
----------------------	-------