



5504 East 146th Street
 Noblesville, IN 46062
 317-848-2722
 gracechurch.us

APPLICATION FOR EMPLOYMENT

Please Print

Equal access to programs, services and employment is available to all persons who share the beliefs, values and vision of Grace Community Church. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Sr. Director – Human Resources.

Position(s) applied for _____ Date of application ____/____/____
 Name _____ Social Security # _____
LAST FIRST MIDDLE
 Address _____
STREET CITY ZIP CODE
 Telephone # _____ Other Phone # _____ E-mail Address _____

If you are under 18, and it is required, can you furnish a work permit? Yes No
 If no, please explain _____
 Have you ever been employed here before? If yes, give dates and positions: _____ Yes No
 Are you legally eligible for employment in the United States? Yes No
 Date available for work: ____/____/____ What is your desired salary range? \$ _____
 Type of employment desired: Full-time Part-time Temporary
 Are you able to meet the attendance requirements of the position? Yes No
 Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? Yes No
 If yes, please provide date(s) and details _____
ANSWERING “YES” TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.
 Driver’s license number if driving is essential job function _____ State _____

EMPLOYMENT HISTORY

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER			
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MAY WE CONTACT FOR REFERENCE? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

EDUCATIONAL BACKGROUND

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

REFERENCES

NAME	EMAIL	TYPE W=WORK P=PERSONAL	NUMBER OF YEARS KNOWN

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with Grace Community Church is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or to immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, Grace Community Church, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Grace Community Church, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Grace Community Church and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and Grace Community Church reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no team leader, representative or employee of Grace Community Church is authorized to make assurances to the contrary and that no implied, oral or written agreements contrary to the forgoing express language are valid unless they are in writing and signed by the Pastor of Administration of Grace Community Church.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of the Applicant _____ Date ____/____/____