

Application for Employment

Mission Church

5353 Walker St. :: Ventura, CA 93003 :: 805-626-8850

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Executive Pastor of Mission Church.

Position(s) applied for _____ Date of application ____ / ____ / ____

Referral Source ☐ College Interview ☐ Church ☐ Relative ☐ Person _____

☐ Walk-in ☐ Other _____

Name _____

LAST FIRST MIDDLE

Address _____ Social Security # _____

STREET CITY STATE ZIP CODE

Telephone #(____) _____ E-mail Address _____

If necessary, best time to call you is _____ : _____ AM
PM

If you are under 18 and if it is required, can you furnish a work permit? _____ ☐ Yes ☐ No

If no, please explain _____

Have you submitted an application to Mission Church before? _____ ☐ Yes ☐ No

If yes, give date(s) and position(s) _____ / ____ / ____.

_____ / ____ / ____.

Are you legally eligible for employment in this country? _____ ☐ Yes ☐ No

Date available for work ____ / ____ / ____ What is your desired wage / salary range? \$ _____ per _____

Can you perform the functions of this job (essential and/or marginal), with/without reasonable accommodation? ☐ Yes ☐ No

If no, please provide what you believe would be necessary to accommodate you: _____

Will you work overtime if necessary and/or required? _____ ☐ Yes ☐ No

If no, please explain _____

Have you ever been denied the opportunity to work with children in any capacity?? _____ ☐ Yes ☐ No

If yes, please explain _____

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 _____

Driver's license number if driving is a part of the job _____ State: _____ Expiration Date: _____ Special Class? _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT, FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent first
(use additional sheets as is necessary).

EMPLOYER	TELEPHONE # ()	DATES EMPLOYED		SUMMARIZE THE TYPE of WORK PERFORMED and JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR and TITLE		\$	PER	
REASON for LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT for REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

EMPLOYER	TELEPHONE # ()	DATES EMPLOYED		SUMMARIZE THE TYPE of WORK PERFORMED and JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR and TITLE		\$	PER	
REASON for LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT for REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

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		FINAL		
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REASON for LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT for REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

Educational Background

A. List the last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A.	SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

Skills and Qualifications

Summarize any special 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.

List four adult individuals (2 employers or teachers, 2 Personal) that you can use as personal references (No relatives or peers, please). These

References

people should be familiar with your character and qualifications for the position(s) you are applying for.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
1. Employer &/or Teacher	()	
2. Employer &/or Teacher	()	
3. Personal	()	
4. Personal	()	

List any additional information you would like us to consider, _____

Applicant Statement

I certify that all information provided in order to apply for and secure work with the employer 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 (i) cancel further consideration of this application, or (ii) discharge me from Mission Church's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, 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, my resume, or job interview(s). I hereby waive any and all rights and claims I may have regarding the employer, 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 the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

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

It is my understanding that Mission Church is an at-will employer and by understanding this it has been explained to me that if I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer 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 supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by myself and the Executive Pastor of Mission 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 Applicant _____

Date ____ / ____ / ____.

Mission Church operates in compliance with the provisions of all applicable federal and state nondiscrimination laws and regulations including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Pay Act, the Americans with Disabilities Act of 1990 and any applicable sections of the California Labor Code. These acts and/or sections prohibit discrimination, included but not limited to, the basis of the applicant's age, race, color, sex, religion, national or ethnic origin, and physical or mental disability.

However, as a private, Christ-oriented, bible-believing church, Mission Church reserves the right to exercise preference on the basis of religion in all of its employment decisions. No questions on this application or in the hiring process is intended to secure information to be used for the purpose of discrimination on any prohibited grounds. The following information will assist in selecting employees who can contribute to the objectives and guidelines of Mission Church.

At Mission Church we desire to have a distinctly Christ-focused atmosphere and influence. Ministry team members participate in leading attendees, visitors and other staff in these and other Christian activities. No matter where one works, all staff are expected to live exemplary Christian lives before other staff and the congregation alike.

In applying for a ministry staff, management, or pastoral position, you are subscribing to a high moral, ethical and spiritual life style and give assurance that you will try to lead employees, staff and congregation members in both word and deed, to practical, real faith for themselves. Therefore, to help us better understand your beliefs and Christian experience, please answer the following questions in your own words on an additional sheet of paper(s).

Lastly, please read the spiritual beliefs of Mission Church. All beliefs are listed and founded in God's Word, the Bible.

1. Summarize how you came to know Jesus Christ as both your Lord and Savior.
2. In what specific ways does your Christian faith affect your daily life?
3. Have you ever had a time of serious or extended spiritual stumbling in your life? What was it and how was it resolved?
4. Would you be willing to refrain from teaching or sharing beliefs which are not common to the doctrines held by the Mission Church?

Circle one: **YES** **NO** If no, please share your reasons.
5. Specifically, what are your three greatest strengths of character? How are they displayed in your life? Specifically, what are your three greatest weaknesses of character? How have they been displayed in your life and what are you currently doing to overcome them?
6. Why do you want to serve at Mission Church?
7. Is there anything else you want us to know about you in considering you for a position at Mission Church?

I certify that what I have shared about myself and my spiritual walk, is both true and complete to the best of my knowledge.

I certify that I am in agreement with the doctrinal statement of faith found in the employee handbook.

If there are any disagreements, please check here _____ and explain on an attached sheet of paper.

I further understand, that I am required to abide by all the rules, regulations, standards of conduct, or employment policies of Mission Church and that Mission Church retains the right in its sole discretion to change any of its rules, regulations, standards of conduct or employment policies at anytime, without prior notice or without my consent.

Lastly, I pledge myself to preserve the good name of Mission Church, to preserve and protect its physical properties and possessions and to cooperate with all members of the Mission Church community in maintaining a spirit of Christian fellowship and service.

Signature of Applicant _____

Date _____ / _____ / _____.