

GREEN BAY COMMUNITY CHURCH

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Green Bay Community Church to provide employment, training, compensation, promotion, and other conditions of employment without regard to race, color, national origin, sex, or status as a qualified individual with a disability or other status protected by law.

Please Print All Information

Date: _____

Position(s) for which you are applying: _____

Name: _____
Last First Middle Initial

Address: _____
Street

_____ City State Zip Code

Telephone: _____
(Area Code) Number

Email Address: _____

- Are you 18 years of age or older?..... yes no
- If you are not of legal working age, do you have a work permit?..... yes no
- Do you have the legal right to work in the United States? yes no
- Are you willing to relocate? yes no
- Are you willing to travel?..... yes no

- What times are you available to work (check all that apply) full time part time seasonal
 days nights weekends

- Referred by:..... walk-in school advertisement
 employment internet other _____
 agency friend/relative: _____

Education

■ **High School**

_____ Name City State Zip

Number of Years Completed _____ Diploma Awarded? yes no GPA _____

■ **Technical or Vocational**

_____ Name City State Zip

Number of Years Completed _____ Major Field _____ Degree Conferred _____ GPA _____

■ **College or University**

_____ Name City State Zip

Number of Years Completed _____ Major Field _____ Degree Conferred _____ GPA _____

■ **Graduate School**

_____ Name City State Zip

Number of Years Completed _____ Major Field _____ Degree Conferred _____ GPA _____

Personal

- Have you ever been convicted of a crime other than a misdemeanor traffic violation? yes no
If yes, please identify the offense, the date, and explain the circumstances _____

- Have you ever served in the Armed Forces? yes no If
yes, please describe your service identifying branch, length of service, promotion, rank at discharge, and any special skills
or training: _____

- Did you receive a dishonorable or bad conduct discharge from the Armed Forces? yes no
If yes, please explain: _____

- Do you have other employment or business interests that you plan to retain if GBCC hires you? yes no
Explain _____
What starting salary do you expect? _____ When could you begin work? _____
- Have you ever applied at Green Bay Community Church before? yes no
- Have you ever been employed by Green Bay Community Church before? yes no
If yes, when? _____

Employment History
Present or Last Employer

**Note: When completing Employment History, please include Military Service.
In addition, please amount for all gaps in your work history, such as attending school, layoffs, etc.**

- **Present or Last Employer** _____

Address City State
 Telephone #: _____
 Dates of Employment: From: _____ To _____ Beginning Salary _____
Month/Year Month/Year
 Beginning Position: _____
 Present, or Last Position: _____
 Name & Title of Supervisor: _____
 Present or Base Salary \$ _____ Bonus \$: _____ Commission \$: _____
 Reason you left or are consider leaving: _____

 Work Performed: _____

Employment History

■ Name of Company _____

Address City State Telephone Number

Dates of Employment: From: _____ To _____ Beginning Salary _____
Month/Year Month/Year

Beginning Position: _____

Your Position Prior to Leaving: _____

Name & Title of Supervisor: _____

Present or Last Base Salary \$ _____ Bonus \$: _____ Commission \$: _____

Reason for leaving: _____

Work performed: _____

■ Name of Company _____

Address City State Telephone Number

Dates of Employment: From: _____ To _____ Beginning Salary _____
Month/Year Month/Year

Beginning position: _____

Your position prior to leaving: _____

Name & title of supervisor: _____

Present or last Base Salary \$ _____ Bonus \$: _____ Commission \$: _____

Reason for leaving: _____

Work performed: _____

■ Name of Company _____

Address City State Telephone Number

Dates of Employment: From: _____ To _____ Beginning Salary _____
Month/Year Month/Year

Beginning Position: _____

Your Position Prior to Leaving: _____

Name & Title of Supervisor: _____

Present or Last Base Salary \$ _____ Bonus \$: _____ Commission \$: _____

Reason for leaving: _____

Work performed: _____

■ May we contact all of the employers listed above? yes no

If no, indicate below which ones we may not contact and explain why: _____

■ Do you have any obligations (i.e. confidentiality agreements, non-compete agreements) to previous employers relative to patents, inventions, or other post-employment restrictions? yes no

(if yes, please attach a copy of such agreement(s) and/or previously assigned or published patents or publications.)

Skills

■ **I have the following specialized skills:**

- 10-key Mac PC

Software Knowledge: _____

Professional References

■ **Please list professional references below:**

Name	Address	Occupation & Company	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- List any person employed at GBCC or any affiliated company _____
- List activities, honors, achievements, professional or trade organizations which you feel will be of importance in your work. You need not list the name of any organization that may indicate your age, sex, race, color, national origin or disability status.

- List any additional information (*pertinent skills and qualification*) you might consider of advantage in aiding us to decide on your employment. _____

Certification and Signature

Please read the following statement carefully and sign in the space provided.

- I certify that answers given are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.
- I recognize that this application is not intended to be a contract of employment.
- I further recognize and agree that if I am employed by GBCC, such employment will not result in a contract for employment and that GBCC may terminate my employment with or without notice and with or without cause, at any time. I further recognize if I am employed by GBCC, I will receive wages and benefits and be subject to rules and regulations to which I agree to conform; but I agree that such wages, benefits, rules and regulations are subject to change at any time or without notice to me.
- I further recognize that if employed by GBCC, I agree in partial consideration for my employment, that I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six months after the termination of such employment and agree to waive any statute of limitation to the contrary. I further recognize that nothing in any documents published by GBCC, shall in any way modify the above terms and that these terms cannot be modified in any way by any oral or written representations made by anyone employed by GBCC, except by a written document actually signed by a GBCC representative and myself.
- GBCC believes that a working environment unaffected by alcohol and drugs fosters safety, quality service and productivity. I understand that my employment with GBCC is contingent upon passing a drug and /or alcohol screen. Failure or refusal to take the drug screen or to sign the authorization form to consent to the drug screen will result in the rejection of my application or withdrawal of any employment offer. Similarly, if I am permitted to begin work before my test results are known, I understand my employment may be terminated if those results are positive.

Signature of Applicant _____	Date _____
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Thank you for your time and interest in Green Bay Community Church.