



Employment Application

Each question should be answered fully and accurately. No action can be taken on this application until all questions have been answered. Attach additional paper if you do not have room. PLEASE PRINT, except for your signature. In reading and answering questions, please be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Last Name: _____ First Name: _____ M.I. _____

Position Desired: _____ Date of Application: _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____ Social Security Number _____

- Are you an active member of Austin Christian Fellowship? _____yes _____no
- If you are under 18 yrs. of age, can you provide proof of your eligibility to work? _____yes _____no
- Are you prevented from lawfully becoming employed in this country due to visa or immigration status? _____yes _____no
- Are you currently employed? _____yes _____no
- Have you ever been arrested for, under probation for, or convicted of either sexual misconduct or physical abuse? _____yes _____no
- Have you been convicted of a felony within the last 7 years? _____yes _____no
- Have you ever been convicted or pleaded guilty to any law violation? _____yes _____no
- If yes to any of the previous three questions, other than speeding or parking violations, please explain {attach additional sheet if necessary}

- Describe any skills or special training you may have that may benefit Austin Christian Fellowship. Please include equipment and computer programs you are trained to use.

Note to applicant: Do not answer this next question unless you have been informed about the requirements of the job for which you are applying.

- Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? _____yes _____no
- List professional, trade, business or civic activities and offices held. (You may exclude membership which reveals gender, race, national origin, age, ancestry, disability, or other protected status.)

Education

	Name, City & State of School	Course Study	Years Completed	Diploma/ Degree
Undergraduate College				
Graduate/ Professional				
Graduate/ Professional				

Current Employment

- May Austin Christian Fellowship contact your current employer? _____yes _____no

Employer Name & Address:	Dates Employed From: _____ To: _____	Work Performed: _____ _____ _____ _____ _____
Telephone Number:	Hourly Rates/ Salary From: _____ To: _____	
Job Title:		
Supervisor:		
Reason for Leaving:		

Past Employment

- May Austin Christian Fellowship contact your previous employers? _____yes _____no

Employer Name & Address:	Dates Employed: From: _____ To: _____	Work Performed: _____ _____ _____ _____ _____
Telephone Number:	Hourly Rates/ Salary: From: _____ To: _____	
Job Title:		
Supervisor:		
Reason for Leaving:		

Employer Name & Address:	Dates Employed: From: _____ To: _____	Work Performed: _____ _____ _____ _____ _____
Telephone Number:	Hourly Rates/ Salary: From: _____ To: _____	
Job Title:		
Supervisor:		
Reason for Leaving:		

Professional References

Please include any professional references {supervisors, co-workers, etc.} who can attest to your skills, performance, work ethic and character.

1. _____

Name
Title
Telephone No.

Relationship to you

2. _____

Name
Title
Telephone No.

Relationship to you

3. _____

Name
Title
Telephone No.

Relationship to You

Personal or Spiritual References

Please include two personal references who can attest to your Christian faith, values and church/ministry involvement.

1. _____

Name

Address

Telephone No.

Relationship to you

2. _____

Name

Title

Telephone No.

Relationship to you

3. _____

Name

Title

Telephone No.

Relationship to You

Employment Applicant's Statement

Please read carefully before signing the Applicant's Statement below.

I certify that answers given herein 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 employee decision. I also understand I will complete a criminal background check and may be requested to submit to and authorize release of the results on a drug test.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Austin Christian Fellowship is of an "at will" nature, which means that the employee may resign at any time and Austin Christian Fellowship may discharge the employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies, rules and regulations of Austin Christian Fellowship.

Understood and Agreed:

Signature of Applicant

Date

Received by:

Hiring Manager or Executive Pastor

Date