

CANDLELIGHT CHRISTIAN FELLOWSHIP

Employment Application

Today's Date:

Last Name:		First:		M.I.	Date of Birth:	
Spouse Last Name:		First:		M.I.	Date of Birth:	
Street Address:				Apartment/Unit #		
City:		State:		ZIP		
Cell Phone:			Home Phone:			
E-mail Address:						
Date Available:		Desired Salary:		Position Applied for:		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for a church?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			

EDUCATION

High School				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three references.

Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities _____ _____			

From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities _____ _____			

From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities _____ _____			

From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Do you attend Candlelight regularly? Yes No If yes, for how long: _____

Are you a member at Candlelight? Yes No

Are you presently a volunteer at Candlelight? Yes No If YES, what ministry: _____
If yes, how long: _____

Please describe your relationship with Jesus Christ: _____

Are you an ordained minister? Yes No

If yes, Date: _____ Place of ordination: _____

In the past year, have you ever had abuse or addiction to either of the following substances?

Illegal drugs: Yes No Alcohol: Yes No

Have you ever been hospitalized or treated for alcohol or drug abuse? Yes No If yes, when? _____

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	

If other than honorable, explain:

SKILLS & QUALIFICATIONS

COMPUTER SKILLS - PLEASE INDICATE YOUR SKILL LEVEL

Microsoft Word: Not Familiar Beginner Intermediate Advanced
Excel Not Familiar Beginner Intermediate Advanced
PowerPoint Not Familiar Beginner Intermediate Advanced
Access Not Familiar Beginner Intermediate Advanced
Quick Books Not Familiar Beginner Intermediate Advanced
Outlook Not Familiar Beginner Intermediate Advanced
Publisher Not Familiar Beginner Intermediate Advanced
Internet Not Familiar Beginner Intermediate Advanced
Pro-Presenter Not Familiar Beginner Intermediate Advanced
Final Cut Pro Not Familiar Beginner Intermediate Advanced
Motion Software Not Familiar Beginner Intermediate Advanced
Adobe Photoshop Not Familiar Beginner Intermediate Advanced
Other _____ Beginner Intermediate Advanced
Other _____ Beginner Intermediate Advanced

OFFICE SKILLS/ACCOUNTING:

Typing _____ WPM
 A/P A/R General Ledger

FACILITIES

Electrical Painting Carpentry Plumbing
 Commercial building experience - How many years? In what capacity? _____
 Handyman Skills: _____
 Commercial building experience - How many years? In what capacity? _____

STANDARDS OF CONDUCT

If employed as an employee at Candlelight Christian Fellowship, you agree of becoming a member, if not already a member, of the church in good standing. A member and employee of the church is a declaration of commitment. It is a commitment to the beliefs, vision, direction, leadership and to the other members of the fellowship. As a member and employee, you are declaring agreement with, dedication to, and active participation in the ministry life of the local church.

PASTORAL STATEMENT

If employed to the pastoral staff at Candlelight Christian Fellowship, I agree to relocate ministry employment from the area by at least 30 miles before taking another pastoral or ministry position. I understand that this standard of pastoral ethics applies should I be terminated or resign from the Candlelight staff. Yes No
I understand that this is to prevent division and promote harmony in the local church body. Yes No

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including a background check. If I am offered employment, I agree to submit to a drug test before starting work as deemed appropriate by Candlelight, or at any time if employed as deemed appropriate by Candlelight.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this church organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this church organization.

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 staff policy and procedures of Candlelight Christian Fellowship.

Print Name: _____

Signature: _____

Date: _____

Official Use Only

Name of Applicant: _____

Job Applied: _____

Received By: _____

Date Received: _____

Interview By: _____

Date: _____

Interview Comments: _____

Interview By: _____

Date: _____

Interview Comments: _____

Interview By: _____

Date: _____

Interview Comments: _____

Interview By: _____

Date: _____

Interview Comments: _____