

# Horizons Church Application for Employment

*Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.*

Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone/Type \_\_\_\_\_ E-mail \_\_\_\_\_

Position of interest \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Date of first availability \_\_\_\_\_ Desired Wage/Salary \_\_\_\_\_

Employment availability/preference:  Full-time  Part-time  Either

I give my consent to a criminal and financial background check as part of this application and agree to sign further permissions as part of this process:

Signature \_\_\_\_\_ S.S. # \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)  Yes  No

If yes, please describe conditions. \_\_\_\_\_

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Please share why you are applying for this position \_\_\_\_\_

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Please share why Horizons would benefit from your employment and anything about yourself that may distinguish you from other applicants \_\_\_\_\_

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**Relevant Education/Experience**

School Name and Location (City, State)

**School/College** \_\_\_\_\_

Years \_\_\_\_\_ to \_\_\_\_\_ Major/Degree \_\_\_\_\_

**School/College** \_\_\_\_\_

Years \_\_\_\_\_ to \_\_\_\_\_ Major/Degree \_\_\_\_\_

**Employment History** (Start with most recent employer)

**Organization Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

If so, phone/e-mail \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Organization Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

If so, phone/e-mail \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PLEASE ATTACH (✓) RESUME W/REFERENCES AND (✓) SIGN PAGE 3 AGREEMENT**

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I hereby authorize Horizons Community Church to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this organization can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that only the pastor and SPPRC in conjunction with a notice to me, has the authority to alter the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_