



# APPLICATION FOR EMPLOYMENT: Office Manager

Please fill out both pages of this application out in their entirety (as well as creating the additional document described at the bottom of this page) and return a physical copy to the church office, or a digital copy to Pastor Marc Goodwin (mgoodwin@christscovenant.org).

## Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State ZIP

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Educational Level: (circle highest) High School College Post-Graduate

Highest Degree Completed: \_\_\_\_\_ Name of School: \_\_\_\_\_

## Most Recent Employment History

	<u>Employer</u>	<u>Brief Job Description</u>	<u>Dates Employed</u>	<u>Reason(s) for Leaving</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

## Personal and/or Work References (other than relatives)

	<u>Name</u>	<u>Association (friend, coworker)</u>	<u>Years Known</u>	<u>Phone #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

What date are you available to begin employment? \_\_\_\_\_

**Please attach a written statement describing your own personal testimony and relationship with Jesus Christ, as well as a description of the experience and skills you possess that you think would make you well-suited for this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Christ's Covenant Church Background Investigation Authorization Form

Please read carefully before signing. The Fair Credit Reporting Act (Amended 1997) has stipulated that we inform you that a background investigation may be processed as part of our screening and selection process. This investigation may include inquires to gather legal information regarding your personal characteristics, mode of living, character and general reputation. This information, if gathered, is used to verify specific information that you provided on an application, resume or during the interview process. Upon your written request, within a reasonable timeframe, the nature and scope of the report, if one is made, will be provided. In addition, if a report is processed, you have a right to request a copy same report. The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate staffing decisions.

Print Full Name of Applicant: \_\_\_\_\_  
First
Middle
Last

Other names you have used, including maiden names and the date(s) your name(s) changed:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_      Your Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
month
day
year

Driver's License #: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Have you ever been convicted of a crime (other than minor traffic offenses)?  Yes  No

If yes, please explain charges: (use an additional sheet of paper if necessary): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In what state, what county, and what year did these convictions occur? \_\_\_\_\_

I authorize Christ Covenant Church to investigate my background as it pertains to employment, appointment or volunteering considerations. This may include information contained in public records, which could include criminal files at the county, state and federal jurisdiction levels, motor vehicle records and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A Photostat copy of this document can be substituted for the original. This document shall be valid for a period of 1 (one) year from the date of my signature.

\_\_\_\_\_  
 Signature of Potential Employee Date