Summit Church Durango

APPLICATION FOR EMPLOYMENT

_____
Date of Application

Please Print Legibly

POSITION

Position(s) Applying For	Hours Available For Work	☐ Full-time ☐ Temporary ☐ Part-time ☐ Weekends ☐ Summer	Date Available For Work
1. _____ 2. _____ 3. _____			

PERSONAL INFORMATION

Last Name	First Name	Middle Name or Initial	Other Names Used
Current Address		City, State and Zip Code	
Previous Address		City, State and Zip Code	
Previous Address		City, State and Zip Code	
Home Phone (With Area Code)	Cell Phone (With Area Code)	Number you prefer receiving calls on during the day (8 am-5 pm)	

EDUCATION

Indicate highest grade completed: ☐ 11 ☐ 12 ☐ GED College ☐ 1 ☐ 2 ☐ 3 ☐ 4
Graduate School ☐ 1 ☐ 2 ☐ 3 ☐ 4

Schools beginning with High School

School	City/State	Dates Attended (mo/yr) From: To:	Graduate? Indicate: Yes or No	Degree/Major
High School				
College/University				
College/University				

Can you complete the pre-employment hiring process (including completing an employment application and interviewing) with or without reasonable accommodation? ☐ Yes ☐ No

Please answer the following two questions:

Are you a United States citizen or alien legally authorized to work in the United States? ☐ **Yes** ☐ **No**

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? **[A criminal conviction will not necessarily disqualify you from consideration for employment.]**

☐ **No** ☐ **Yes (if yes, please explain fully using a separate sheet if necessary)**

Why do you want to work at Summit Church Durango?

Are you related to anyone on staff or on the Staff Parish Committee at Summit Church Durango? If so, please list name and relationship _____

CHURCH HISTORY (OPTIONAL)

Please provide the following information concerning your church background over the past five years (If applicable).

Current Church	**Member: Yes/ No** **Years:**	**Address**	**Phone**
Previous Church	**Member: Yes/ No** **Years:**	**Address**	**Phone**
Previous Church	**Member: Yes/ No** **Years:**	**Address**	**Phone**
Church Volunteer Positions held:			
Boards, Committees or Task Forces on which you have served:			
Have you ever served on a Church Staff: Yes/ No		**If yes, Name and Address of Church**	**Phone**
Title of Position(s) held:			
Name of Direct Supervisor:		**Address:**	**Phone**

Would you like to briefly describe your spiritual journey? (OPTIONAL)

_____

_____

_____

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EMPLOYMENT HISTORY

List all employers (including military service) over the last ten years in order, beginning with the current or most recent employer. Please attach another sheet if necessary.

Current or last Employer		**Address, City, State, Zip**	
Position		**Supervisor or Contact person for Reference**	**Telephone number with area code**
Beginning date	**Ending date**	**Reason for leaving**	
Permission to contact current employer: ☐ **Yes** ☐ **No**			
Describe briefly your responsibilities and what you liked or disliked about the position			

Employer:		**Address, City, State, Zip**	
Position		**Supervisor or Contact person for Reference**	**Telephone number with area code**
Beginning date	**Ending date**	**Reason for leaving**	
Permission to contact current employer: ☐ **Yes** ☐ **No**			
Describe briefly your responsibilities and what you liked or disliked about the position			

Employer		**Address, City, State, Zip**	
Position		**Supervisor or Contact person for Reference**	**Telephone number with area code**
Beginning date	**Ending date**	**Reason for leaving**	
Permission to contact current employer: ☐ **Yes** ☐ **No**			
Describe briefly your responsibilities and what you liked or disliked about the position			

TRAINING and EXPERIENCE

List any additional training or experience you have had that qualifies you for the position you are seeking, including training courses attended or any professional license or certification: (you may attach a second sheet if desired)

EMPLOYMENT INFORMATION

The job description for the job that you seek at Summit Church Durango is attached to this application or provided previously. Have you read the job description? ☐ Yes ☐ No

The job description lists the essential functions of the job. Can you perform all the essential functions of the job, with or without reasonable accommodation?

☐ Yes ☐ No

SPECIAL SKILLS

☐ 10 Key ☐ Word ☐ Excel ☐ Power Point ☐ Data Entry Other _____

Please list additional skills or special skills and qualifications acquired from employment or other experiences that may have prepared you for work with Summit Church Durango:

PERSONAL REFERENCES

Please list 3 personal references we can contact that can share more about you and why you would be a great fit in this position.

Name _____ Phone # _____ Relationship _____

Name _____ Phone # _____ Relationship _____

Name _____ Phone # _____ Relationship _____

PLEASE READ BEFORE SIGNING

Accuracy/Verification of Information:

I promise that the information provided in this Application (and accompanying resume, if any) is true and complete, to the best of my knowledge, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date.

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize Summit Church Durango to contact my references and past employers for information concerning my past experiences, education and personal character.

I authorize any persons, schools current employers, past employers, organizations and agencies to provide Summit Church Durango with relevant information and opinion that may be used in employment decisions. In consideration of the church's review of this application, I release it and all providers of information from any liability as a result of furnishing and receiving this information.

SIGNATURE: _____ DATE: _____