

# GREEN BAY COMMUNITY CHURCH

## EMPLOYMENT APPLICATION

### AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Green Bay Community Church to provide employment, training, compensation, promotion, and other conditions of employment without regard to race, color, national origin, sex, or status as a qualified individual with a disability or other status protected by law.

**Please Print All Information**

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

Position(s) for which you are applying: \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

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

\_\_\_\_\_ City State Zip Code

Telephone: \_\_\_\_\_  
(Area Code) Number

Email Address: \_\_\_\_\_

- Are you 18 years of age or older?.....  yes  no
- If you are not of legal working age, do you have a work permit?.....  yes  no
- Do you have the legal right to work in the United States? .....  yes  no
- Are you willing to relocate? .....  yes  no
- Are you willing to travel?.....  yes  no
  
- What times are you available to work (check all that apply) .....  full time  part time  seasonal  
 days  nights  weekends
  
- Referred by:.....  walk-in  school  advertisement  
 employment  internet  other \_\_\_\_\_  
 agency  friend/relative: \_\_\_\_\_

**Education**

■ **High School**

\_\_\_\_\_ Name City State Zip

Number of Years Completed \_\_\_\_\_ Diploma Awarded?  yes  no GPA \_\_\_\_\_

■ **Technical or Vocational**

\_\_\_\_\_ Name City State Zip

Number of Years Completed \_\_\_\_\_ Major Field \_\_\_\_\_ Degree Conferred \_\_\_\_\_ GPA \_\_\_\_\_

■ **College or University**

\_\_\_\_\_ Name City State Zip

Number of Years Completed \_\_\_\_\_ Major Field \_\_\_\_\_ Degree Conferred \_\_\_\_\_ GPA \_\_\_\_\_

■ **Graduate School**

\_\_\_\_\_ Name City State Zip

Number of Years Completed \_\_\_\_\_ Major Field \_\_\_\_\_ Degree Conferred \_\_\_\_\_ GPA \_\_\_\_\_

**Personal**

- Have you ever been convicted of a crime other than a misdemeanor traffic violation? . . . . .  yes  no  
If yes, please identify the offense, the date, and explain the circumstances \_\_\_\_\_  
\_\_\_\_\_
- Have you ever served in the Armed Forces? . . . . .  yes  no If  
yes, please describe your service identifying branch, length of service, promotion, rank at discharge, and any special skills  
or training: \_\_\_\_\_  
\_\_\_\_\_
- Did you receive a dishonorable or bad conduct discharge from the Armed Forces? . . . . .  yes  no  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
- Do you have other employment or business interests that you plan to retain if GBCC hires you? . . . . .  yes  no  
Explain \_\_\_\_\_  
What starting salary do you expect? \_\_\_\_\_ When could you begin work? \_\_\_\_\_
- Have you ever applied at Green Bay Community Church before? . . . . .  yes  no
- Have you ever been employed by Green Bay Community Church before? . . . . .  yes  no  
If yes, when? \_\_\_\_\_

**Employment History**  
Present or Last Employer

**Note: When completing Employment History, please include Military Service.  
In addition, please amount for all gaps in your work history, such as attending school, layoffs, etc.**

- **Present or Last Employer** \_\_\_\_\_  
\_\_\_\_\_  
Address City State  
Telephone #: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To \_\_\_\_\_ Beginning Salary \_\_\_\_\_  
Month/Year Month/Year  
Beginning Position: \_\_\_\_\_  
Present, or Last Position: \_\_\_\_\_  
Name & Title of Supervisor: \_\_\_\_\_  
Present or Base Salary \$ \_\_\_\_\_ Bonus \$: \_\_\_\_\_ Commission \$: \_\_\_\_\_  
Reason you left or are consider leaving: \_\_\_\_\_  
\_\_\_\_\_  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment History

■ **Name of Company** \_\_\_\_\_  
 \_\_\_\_\_  
Address City State Telephone Number

Dates of Employment: From: \_\_\_\_\_ To \_\_\_\_\_ Beginning Salary \_\_\_\_\_  
Month/Year Month/Year

Beginning Position: \_\_\_\_\_  
 Your Position Prior to Leaving: \_\_\_\_\_  
 Name & Title of Supervisor: \_\_\_\_\_  
 Present or Last Base Salary \$ \_\_\_\_\_ Bonus \$: \_\_\_\_\_ Commission \$: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
 Work performed: \_\_\_\_\_  
 \_\_\_\_\_

■ **Name of Company** \_\_\_\_\_  
 \_\_\_\_\_  
Address City State Telephone Number

Dates of Employment: From: \_\_\_\_\_ To \_\_\_\_\_ Beginning Salary \_\_\_\_\_  
Month/Year Month/Year

Beginning position: \_\_\_\_\_  
 Your position prior to leaving: \_\_\_\_\_  
 Name & title of supervisor: \_\_\_\_\_  
 Present or last Base Salary \$ \_\_\_\_\_ Bonus \$: \_\_\_\_\_ Commission \$: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
 Work performed: \_\_\_\_\_  
 \_\_\_\_\_

■ **Name of Company** \_\_\_\_\_  
 \_\_\_\_\_  
Address City State Telephone Number

Dates of Employment: From: \_\_\_\_\_ To \_\_\_\_\_ Beginning Salary \_\_\_\_\_  
Month/Year Month/Year

Beginning Position: \_\_\_\_\_  
 Your Position Prior to Leaving: \_\_\_\_\_  
 Name & Title of Supervisor: \_\_\_\_\_  
 Present or Last Base Salary \$ \_\_\_\_\_ Bonus \$: \_\_\_\_\_ Commission \$: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
 Work performed: \_\_\_\_\_  
 \_\_\_\_\_

■ **May we contact all of the employers listed above?** .....  yes  no  
 If no, indicate below which ones we may not contact and explain why: \_\_\_\_\_  
 \_\_\_\_\_

■ Do you have any obligations (i.e. confidentiality agreements, non-compete agreements) to previous employers relative to patents, inventions, or other post-employment restrictions? .....  yes  no  
*(if yes, please attach a copy of such agreement(s) and/or previously assigned or published patents or publications.)*

**Skills**

■ **I have the following specialized skills:**

- 10-key       Mac       PC

Software Knowledge: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Professional References**

■ **Please list professional references below:**

Name	Address	Occupation & Company	Phone #
_____	_____	_____	_____
_____	_____	_____	_____

- List any person employed at GBCC or any affiliated company \_\_\_\_\_
- List activities, honors, achievements, professional or trade organizations which you feel will be of importance in your work. You need not list the name of any organization that may indicate your age, sex, race, color, national origin or disability status.  
 \_\_\_\_\_  
 \_\_\_\_\_
- List any additional information (*pertinent skills and qualification*) you might consider of advantage in aiding us to decide on your employment. \_\_\_\_\_  
 \_\_\_\_\_

**Certification and Signature**

**Please read the following statement carefully and sign in the space provided.**

- I certify that answers given 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 employment decision.
- In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.
- I recognize that this application is not intended to be a contract of employment.
- I further recognize and agree that if I am employed by GBCC, such employment will not result in a contract for employment and that GBCC may terminate my employment with or without notice and with or without cause, at any time. I further recognize if I am employed by GBCC, I will receive wages and benefits and be subject to rules and regulations to which I agree to conform; but I agree that such wages, benefits, rules and regulations are subject to change at any time or without notice to me.
- I further recognize that if employed by GBCC, I agree in partial consideration for my employment, that I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six months after the termination of such employment and agree to waive any statute of limitation to the contrary. I further recognize that nothing in any documents published by GBCC, shall in any way modify the above terms and that these terms cannot be modified in any way by any oral or written representations made by anyone employed by GBCC, except by a written document actually signed by a GBCC representative and myself.
- GBCC believes that a working environment unaffected by alcohol and drugs fosters safety, quality service and productivity. I understand that my employment with GBCC is contingent upon passing a drug and /or alcohol screen. Failure or refusal to take the drug screen or to sign the authorization form to consent to the drug screen will result in the rejection of my application or withdrawal of any employment offer. Similarly, if I am permitted to begin work before my test results are known, I understand my employment may be terminated if those results are positive.

Signature of Applicant _____	Date _____
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**Thank you for your time and interest in Green Bay Community Church.**