

## Calvary Presbyterian Church (CPC)

### Position Application Checklist

#### To Apply, Complete and Submit to CPC

\_\_\_\_\_ A Cover Letter to include a Christian Statement of Faith

\_\_\_\_\_ CPC Application for Employment

\_\_\_\_\_ Resume

#### If Offered the Position, Complete provided forms and Submit to CPC

\_\_\_\_\_ IRS Form W-4 - Federal - Employee's Withholding Allowance Certificate

\_\_\_\_\_ Form I-9 - Federal - Employment Eligibility Verification

\_\_\_\_\_ Washington State Employee Paid Sick Leave Notification Form

\_\_\_\_\_ Washington State DSHS Form regarding child support

\_\_\_\_\_ Copy of Driver's License for a WSP background check (done only in CPC office)

**Please submit to CPC either by email to: [finance@calvarypreschurch.org](mailto:finance@calvarypreschurch.org), deliver in person to the church office during office hours, or by US mail to the address on the application form with Attn: Personnel Ministry Team.**