



Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment services and programs is available to all persons. Those applicants requiring reasonable accommodation to the applicant and/or interview process should notify a representative of the organization.

Harvest Bible Chapel of Peoria is organized and operated for religious and charitable purposes in accord with Section 501(c)(3) of the Internal Revenue code. Its purposes include, but are not limited to, glorifying God through the conduct of public worship, Bible studies, and related religious education and Christian fellowship services designed to communicate the Gospel of Jesus Christ; and to engage in such ministries and outreaches designed to communicate and demonstrate God’s love.

Applicant’s Name: _____ Date: _____

Address: _____

Telephone Number: _____ Social Security #: _____

Email: _____

Are you 18 years of age or older? Yes No

If under 18, can you furnish a work permit if it is required? Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Have you ever worked or attended school under another name? If so, under what name?

Have you ever been convicted of a crime in the last 7 years? Yes No

If yes, please explain (a conviction will not automatically bar employment): _____

Driver’s License number (if driving is an essential job duty): _____

Position(s) Applying For:

Submission of this application does not guarantee employment.

Position: _____

Date you will be available to start work if you are hired: _____

Do you prefer: Full-time Part-time Temporary

Are you able to meet the attendance requirements? Yes No

Do you have any objection to working overtime if necessary? Yes No

Can you travel if required by this position? Yes No

Have you ever been previously employed by Harvest Bible Chapel? Yes No

Dates of employment with Harvest Bible Chapel: from _____ to _____

Reason(s) for leaving: _____

Former supervisor(s) at Harvest Bible Chapel: _____

How did you learn about this opening? _____

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		

Skills and Qualifications

Typing speed (WPM): _____

Are you experienced in using personal computers? Yes No PC Mac

Please check areas of experience: Microsoft Office Word Excel
 Power Point Publisher

Summarize any job-related training, skills, licenses, certificates and/or other qualifications: _____

Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.			
Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	
Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	

References

List three persons who know your work, beginning with the most recent. (Do not include relatives or employers) At what point can we contact your references? _____

1st Reference: _____ Phone Number: _____

Email: _____

Position or Title: _____ Years Known: _____

2nd Reference: _____ Phone Number: _____

Email: _____

Position or Title: _____ Years Known: _____

3rd Reference: _____ Phone Number: _____

Email: _____

Position or Title: _____ Years Known: _____

Character Reference

Small Group Leader: _____ Length of time known: _____

Phone/Email: _____

Staff Member: _____ Length of time known: _____

Phone/Email: _____

Are you a born again Christian? Yes No How long? _____

Briefly describe how you came to know Jesus Christ as your personal Savior: _____

Do you attend Harvest Bible Chapel of Peoria? Yes No

Are you a member? Yes No If not, are you willing to become a member? Yes No

In what areas of ministry at Harvest Bible Chapel of Peoria are you involved? _____

If you also attend another church, which one? _____

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the organization to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant's Signature

Date