



Staff Application for Employment

PLEASE PRINT

Please submit applications to the Human Resources Department via careers@necchurch.org.

Position(s) applied for: _____ Date of Application ____/____/____

PERSONAL-Applicant Information

Name _____
Last First Middle
Address _____ City _____ State _____ Zip _____

Telephone (Home) _____ (Business) _____ (Mobile/Beeper) _____

E-mail Address _____

If necessary, best time to contact you at home? _____ AM/PM

May we contact you at work? _____ If yes, best time to contact you at work? _____ AM/PM

Are you legally eligible for employment in this country? _____ Date available for work _____

Type of employment desired Full-time Part-time Temporary Seasonal Educational co-op

Times Available to Work: _____

Will you relocate if the job requires it? _____

Will you travel if the job requires it? _____

PERSONAL-Office Skills

Please list any and all office skills you have:

Please list other qualifications:

PERSONAL- Employment Information

Please provide the following information for your past and current employers, assignments, or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in the comments section below.

Company: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐ Name of Supervisor & Title: _____

Company: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐ Name of Supervisor & Title: _____

Company: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐ Name of Supervisor & Title: _____

COMMENTS (INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT) _____

SKILLS AND QUALIFICATIONS (SUMMARIZE ANY SPECIAL TRAINING, SKILLS, LICENSES/CERTIFICATES THT YOU MAY HOLD) _____

PERSONAL-Education/References

List educational background, starting with the most recent.

SCHOOL	YEARS COMPLETED	DEGREE/ DIPLOMA	GPA CLASS RANK	MAJOR	MINOR

REFERENCES

List the names, addresses, (include email if applicable), and phone numbers of four references we might contact. Please include at least one spiritual, one professional, and one personal reference.

NAME/ADDRESS	TELEPHONE	EMAIL
	()	
	()	
	()	
	()	

CHRISTIAN EXPERIENCE

Have you been baptized by immersion? _____ If so when? _____ How long have you been a Christian _____

Briefly describe how you became a Christian. _____

Briefly describe your previous church background and activities in which you were involved? _____

What does your present involvement in church include? _____

I hereby certify that the information contained in this application is true to the best of my knowledge and I also agree to have any of this information checked by Northeast Christian Church. I grant NECC the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of information contained in this application. I hereby release NECC and its representatives from liability for seeking, gathering and using such information and all persons, corporations or organizations for furnishing such information.

NECC does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or excusing any applicant from consideration for employment on any basis prohibited by local, state, or federal law.

This application is current for only (60) days. At the conclusion of this time, if I have not heard from NECC and still wish to be considered for employment, it will be necessary to fill out a new application.

I HAVE READ AND FULLY UNDERSTAND THE INSTRUCTIONS, QUESTIONS AND AGREEMENTS ON THIS APPLICATION AND GIVEN FULL, COMPLETE AND ENTIRELY TRUTHFUL ANSWERS TO THESE QUESTIONS. I SEEK EMPLOYMENT UNDER THE TERMS AND CONDITIONS DESCRIBED ABOVE OF MY OWN FREE WILL IN ACCORDANCE WITH MY OWN BEST JUDGEMENT.

Signature of Applicant _____ Date _____