



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 application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____ Social Security #: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

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): _____

Do we have your permission to perform a criminal background check? Circle YES or NO

Driver's license number: _____

Social security number: _____

(You can provide this by phone if you wish. These records are kept confidential.)

How were you referred to us? _____

How familiar are you with Anchor Church Palos? Explain.

Employment History

Please provide all employment information for the past three employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Other Skills and Qualifications

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

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____

College: _____

Technical Training: _____

Graduate Studies: _____

Please send an official copy of your college and graduate/seminary transcripts to our office.

References

List 3 references' names, telephone numbers, and number of years known (do not include relatives or employers):

Christian Background

Are you a born-again Christian? Yes No How Long? _____

When and where you were baptized. How old were you? _____

List your major passions in ministry _____

List your spiritual gifts _____

Give a brief summary of your doctrinal convictions. Include anything that makes you unique in your beliefs. (A doctrinal statement for Anchor Church Palos can be found at www.anchorpalos.org)

Briefly describe how you came to know Jesus Christ as your personal Savior in the space provided:

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

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 signature: _____ Date: _____

The following items must be received to complete your application file:

- ✓ This application
- ✓ Official college/seminary transcripts
- ✓ Professional resume

Items can be mailed to **Anchor Church Palos, 6600 W 127th Street, Palos Heights, IL 60463.**

Contact us at 708-925-9296 with any questions.