



APPLICATION FOR EMPLOYMENT

Laurelwood Baptist Church
17015 NE 6th Street, Vancouver, WA 98684
360.892.1060
www.laurelwoodbc.org

PERSONAL INFORMATION

NAME: _____ SOCIAL SECURITY: _____

CURRENT ADDRESS: _____ CITY/STATE/ZIP: _____

PERMANENT ADDRESS (IF DIFFERENT): _____ CITY/STATE/ZIP: _____

PHONE NO: _____ EMAIL: _____

ARE YOU 18 YEARS OR OLDER? **YES NO** BIRTHDATE: _____

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? **YES NO**

MAY WE CONTACT YOU FOR A POSITION OTHER THAN THE ONE YOU APPLIED FOR? **YES NO**

HAVE YOU EVER BEEN CONVICTED OF A FELONY? **NO YES**: PLEASE EXPLAIN: _____

HAVE YOU EVER BEEN CONVICTED OF A MISDEAMEANOR? **NO YES**: PLEASE EXPLAIN: _____

EMPLOYMENT INFORMATION

POSITION APPLYING FOR: _____ DATE YOU CAN START: ____ / ____ / ____

SALARY LISTED: _____ SALARY DESIRED: _____

ARE YOU EMPLOYED NOW? **YES NO** IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? **YES NO**

HAVE YOU PREVIOUSLY APPLIED TO LAURELWOOD BAPTIST CHURCH? _____

DO YOU DESIRE FULL-TIME OR PART-TIME WORK? DAYS AND HOURS AVAILABLE: _____

EDUCATION AND TRAINING

CIRCLE HIGHEST GRADE COMPLETED: 7 8 9 10 11 12 COLLEGE 1 2 3 4 5 6

LIST ALL EDUCATION AND TRAINING RECEIVED, STARTING WITH THE MOST RECENT:

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	SUBJECTS STUDIED	DID YOU GRADUATE?	DEGREE ACQUIRED

LIST ANY OTHER RELEVANT TRAINING, CERTIFICATIONS OR COURSEWORK (INCLUDE MISSIONS): _____

LIST COMPUTER LANGUAGES OR SOFTWARE YOU ARE FAMILIAR WITH: _____

LIST OTHER JOB RELATED QUALIFICATIONS AND SKILLS. INCLUDE COMPUTER EXPERIENCE, SKILLS WITH MACHINES, TYPING, SHORTHAND, ETC:

SKILLS

MINISTRY EXPERIENCE

PLEASE INDICATE ANY MINISTRY EXPERIENCE (INDICATE ROLE, DATES OF SERVICE AND LOCATIONS SERVED):

JOB DESCRIPTION (IF ATTACHED TO APPLICATION)

DO YOU HAVE THE ABILITY TO PERFORM THE JOB FUNCTIONS LISTED IN THE JOB DESCRIPTION? **YES** **NO**
 ARE YOU ABLE TO PERFORM THESE TASKS WITH OR WITHOUT ANY ACCOMMODATION? **WITH** **WITHOUT**

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT)

EMPLOYER		ADDRESS		PHONE	
DATES OF EMPLOYMENT		POSITION(S) HELD		SUPERVISOR	
REASON FOR LEAVING				STARTING PAY	FINAL PAY

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DATES OF EMPLOYMENT		POSITION(S) HELD		SUPERVISOR	
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DATES OF EMPLOYMENT	POSITION(S) HELD		SUPERVISOR	
REASON FOR LEAVING			STARTING PAY	FINAL PAY

REFERENCES

GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST *ONE* YEAR.

NAME & BUSINESS	ADDRESS	PHONE & EMAIL	YEARS ACQUAINTED

PERSONAL RELATIONSHIP WITH JESUS CHRIST

WE DESIRE THAT ALL APPLICANTS FEEL COMFORTABLE IN A CHRISTIAN ENVIRONMENT. ALL STAFF MEMBERS PARTICIPATE IN WEEKLY PRAYER AND BIBLE STUDY AND NEED TO BE COMFORTABLE WITH A LIFESTYLE OF PRAYER AND WORSHIP THAT IS INTEGRATED INTO DAY-TO-DAY JOB FUNCTIONS. IT IS THE POLICY OF LAURELWOOD BAPTIST CHURCH TO UTILIZE ONLY STAFF MEMBERS OF LIKE FAITH WHO SUBSCRIBE WITHOUT RESERVATION TO LAURELWOOD'S STATEMENT OF FAITH AND WHO ARE LIVING OUT THESE DOCTRINES AND STANDARDS IN ALL AREAS OF THEIR LIVES, BOTH AT AND AWAY FROM MINISTRY FUNCTIONS. AS A RESULT, THE FOLLOWING INFORMATION IS REQUESTED AS A BONA FIDE OCCUPATIONAL QUALIFICATION.

PLEASE PROVIDE A BRIEF STATEMENT ABOUT YOUR PERSONAL RELATIONSHIP WITH JESUS CHRIST AND HOW IT BEGAN:

I HAVE READ AND SUBSCRIBE WITHOUT RESERVATION TO LAURELWOOD'S STATEMENT OF FAITH? **YES NO**

CHURCH PRESENTLY ATTENDING: _____

CITY: _____ PASTOR: _____

WHAT IS YOUR PRESENT LEVEL OF CHURCH INVOLVEMENT? _____

IN CASE OF EMERGENCY NOTIFY:

NAME: _____ PHONE: _____

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, I AM SUBJECT TO THE POLICIES CONTAINED IN LAURELWOOD'S STAFF HANDBOOK AND A 90 DAY OBSERVATION PERIOD. I FURTHER UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT, NOR A LEGAL DOCUMENT, AND NOTHING CONTAINED HEREIN CREATES A CONTRACT BETWEEN LAURELWOOD BAPTIST CHURCH AND ME.

I CONSENT TO LAURELWOOD BAPTIST CHURCH CONDUCTING A CRIMINAL RECORDS CHECK, AS LONG AS THE RESULTS ARE KEPT CONFIDENTIAL. I AUTHORIZE THE APPROPRIATE LAW ENFORCEMENT AGENCY TO RELEASE INFORMATION PERTAINING TO ANY RECORD OR FILE MAINTAINED ON ME AND RELEASE SAID AGENCY FROM ANY AND ALL LIABILITY RESULTING FROM SUCH DISCLOSURE.

DATE: _____ SIGNATURE: _____