

# SEACOAST CHRISTIAN COMMUNITY CHURCH

## APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, marital status, disability, and veteran's status or citizenship status. The receipt of this application does not mean that job openings exist, nor does it obligate us in any way. We appreciate your interest in our organization.

Date: \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security No \_\_\_\_\_

Present address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_ E-mail address \_\_\_\_\_

How long have you lived at current address? \_\_\_\_\_

Previous address \_\_\_\_\_ How long did you live there? \_\_\_\_\_

If under 18 years of age, can you provide proof of eligibility to work? [ ] yes [ ] no

If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? \_\_\_\_\_

Are you a citizen of the United States? [ ] yes [ ] no

If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? [ ] yes [ ] no

### GENERAL QUESTIONS

What prompted you to apply for work at Seacoast? \_\_\_\_\_

Why do you desire to work in a church environment? \_\_\_\_\_

If necessary, are you willing and/or able to work some evenings or weekends? \_\_\_\_\_

Can you perform the essential functions of the job for which you are applying? [ ] yes [ ] no

If applying for a position that requires driving, have you been ticketed for a moving violation in the last three (3) years? [ ] yes [ ] no

If yes, please explain. \_\_\_\_\_

### EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_

Date available for work \_\_\_\_\_ Salary expectation/requirement \_\_\_\_\_

Type of employment: (check one) [ ] Full Time [ ] Part Time [ ] Temporary

If Part Time, what days and hours are you available? \_\_\_\_\_

Have you ever applied for a job with us before? [ ] yes [ ] no If yes, when: \_\_\_\_\_

Have you ever worked for us before? [ ] yes [ ] no If yes, when: \_\_\_\_\_

Have you ever been convicted of a felony other than a minor traffic violation? [ ] yes [ ] no

Conviction will not automatically disqualify you from employment.

If yes, state date, court and place where offense occurred \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? [ ] yes [ ] no

If yes, explain \_\_\_\_\_

Does your present employer know of your plans to change employment? [ ] yes [ ] no

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? [ ] yes [ ] no

If yes, when and where: \_\_\_\_\_

Do you have the ability to be at work on time? [ ] yes [ ] no

Are there any other experiences, skills or qualifications, which you feel would especially fit you for work with our organization? \_\_\_\_\_

Are you presently attending a church? [ ] yes [ ] no

Where? \_\_\_\_\_ How long have you been attending? \_\_\_\_\_

### EDUCATION/TRAINING ACTIVITIES

	Major & Minor	Grade	Degree completed	Name and address of school
High school				
Business, Trade, or Tech				
College				
College				
Graduate School				

Honors and extracurricular activities \_\_\_\_\_

Plans to add to your formal education \_\_\_\_\_

What special courses have you taken to extend your knowledge that pertain to the job that you are applying for?  
\_\_\_\_\_

Do you plan to continue your education? \_\_\_\_\_

Do you read? [ ] Occasionally [ ] Never [ ] Frequently

What do you read?

For improvement and development? \_\_\_\_\_

For pleasure? \_\_\_\_\_

Describe your ability to work with computers in detail \_\_\_\_\_

Other Activities	Description of work or interests
Hobbies/Sports	_____
Community	_____
Church	_____
Holiday/vacation	_____
Other	_____

**WORK HISTORY**

(List your most recent employment first)

Firm \_\_\_\_\_ Location \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Responsibility \_\_\_\_\_  
 Salary at start \_\_\_\_\_ Salary at termination \_\_\_\_\_  
 Name of superior(s) and phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

Firm \_\_\_\_\_ Location \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Responsibility \_\_\_\_\_  
 Salary at start \_\_\_\_\_ Salary at termination \_\_\_\_\_  
 Name of superior(s) and phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

Firm \_\_\_\_\_ Location \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Responsibility \_\_\_\_\_  
 Salary at start \_\_\_\_\_ Salary at termination \_\_\_\_\_  
 Name of superior(s) and phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

How did you get your present job? \_\_\_\_\_  
 Describe your responsibilities \_\_\_\_\_  
 \_\_\_\_\_  
 What do you enjoy most about your assignment? \_\_\_\_\_  
 \_\_\_\_\_

**OTHER INFORMATION**

How would you describe yourself as a decision-maker? \_\_\_\_\_  
 What was the most significant decision you have made? \_\_\_\_\_  
 Results: \_\_\_\_\_  
 Have you had leadership responsibility? [  ] yes [  ] no

In what roles? (be specific) \_\_\_\_\_

What special leadership training, skills or techniques do you have? \_\_\_\_\_

Describe your leadership style: \_\_\_\_\_

What was your most important accomplishment as a leader? \_\_\_\_\_

**PERSONAL**

Please write a brief description of yourself to help us get to know you better:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please list some references other than previous employers and relatives:

Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____

I certify that answers given in this application are true and complete to the best of my knowledge. I understand, authorize and agree that Seacoast Christian Community Church, Inc., may conduct national and local criminal biographical searches, state sexual offender searches, credit files and motor vehicle checks wherever available. I agree to sign any and all authorizations by appropriate companies or entities who are engaged in, including, but not limited to South Carolina Law Enforcement Division, The Federal Bureau of Investigation, and any and all other law enforcement agencies or authorities or governmental agencies that would have the information available. Furthermore, I agree to sign any and all authorizations required or deemed necessary by the appropriate credit agencies to provide an adequate credit history.

In the event that I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all the rules and regulations of Seacoast Christian Community Church Inc. and any special agreements reached by Seacoast Christian Community Church Inc. and me.

This application shall be considered active for no more than 45 days. After that time, applicants may be required to resubmit a completed application.

The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract.

All employment here is At-Will. Just as an employee may resign for any reason, Seacoast Christian Community Church Inc. may terminate an employee for any reason.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**REQUEST FOR INFORMATION FROM A PREVIOUS EMPLOYER**

DATE: \_\_\_\_\_

FROM: Seacoast Christian Community Church; 750 Long Point Road, Mt. Pleasant, SC 29464

TO: \_\_\_\_\_

FORMER EMPLOYEE'S NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

To Whom It May Concern::

\_\_\_\_\_ has made application to this church for a position as \_\_\_\_\_ and states that he/she was employed by you in the position of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Will you kindly reply to the inquiry below respecting this applicant. For your convenience in replying by return mail, we have enclosed a stamped self-addressed envelope.

Is the employee's record with your company correct as stated above? [ ] Yes [ ] No

What kind(s) of work did he/she do? \_\_\_\_\_

Did he/she have custody of money or valuables? [ ] Yes [ ] No

Were his/her accounts properly kept? [ ] Yes [ ] No

Reason for leaving your employ: [ ] Discharged [ ] Laid off [ ] Resigned

Was his/her general conduct satisfactory? [ ] Yes [ ] No

Quality of work: [ ] excellent [ ] good [ ] fair [ ] poor

Co-operation with others: [ ] excellent [ ] good [ ] fair [ ] poor

Personal habits: [ ] excellent [ ] good [ ] fair [ ] poor

Working skills: [ ] excellent [ ] good [ ] fair [ ] poor

Any other remarks: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of person supplying information)

\_\_\_\_\_  
(Please print the name of the person supplying information)

Phone number: \_\_\_\_\_

You are hereby authorized to give to Seacoast Christian Community Church all information regarding my services, character and conduct while in your employ, and you are released from any and all liability, which may result from furnishing such information.

Witness: \_\_\_\_\_ Signed: \_\_\_\_\_

(Examiner)

(Applicant)

## REFERENCE CHECK - BY TELEPHONE

Name of Applicant: \_\_\_\_\_

Position under Consideration: \_\_\_\_\_

Person Called for Reference Check: \_\_\_\_\_ Phone # \_\_\_\_\_

Give some idea of the job for which applicant is being considered.

Verify the following:

Social Security # \_\_\_\_\_

Dates of Claimed Employment: \_\_\_\_\_

Position Last Held: \_\_\_\_\_

Final Rate of Pay: \_\_\_\_\_

In what capacity did you know the applicant? \_\_\_\_\_

How long did you know the applicant: \_\_\_\_\_

What specific duties did he/she perform? \_\_\_\_\_

How would you rate his/her:

Performance	<input type="checkbox"/> very good	<input type="checkbox"/> average	<input type="checkbox"/> poor
Supervisory abilities	<input type="checkbox"/> very good	<input type="checkbox"/> average	<input type="checkbox"/> poor
Independent work	<input type="checkbox"/> very good	<input type="checkbox"/> average	<input type="checkbox"/> poor
Creativity	<input type="checkbox"/> very good	<input type="checkbox"/> average	<input type="checkbox"/> poor
Loyalty	<input type="checkbox"/> very good	<input type="checkbox"/> average	<input type="checkbox"/> poor
Attendance	<input type="checkbox"/> very good	<input type="checkbox"/> average	<input type="checkbox"/> poor
Honesty	<input type="checkbox"/> very good	<input type="checkbox"/> average	<input type="checkbox"/> poor

How did he/she get along with other employees?  very good  average  poor

Any unusual work habits? \_\_\_\_\_

What were the circumstances surrounding his/her leaving? \_\_\_\_\_

Would you rehire him/her?  yes  no

Any reservations, describe? \_\_\_\_\_

What were his/her strong points? \_\_\_\_\_

Were there any negative aspects or weaknesses? \_\_\_\_\_

Any additional pertinent information? \_\_\_\_\_

Person called was:	<input type="checkbox"/> cooperative	<input type="checkbox"/> uncooperative
	<input type="checkbox"/> pleasant	<input type="checkbox"/> unpleasant
	<input type="checkbox"/> knew facts	<input type="checkbox"/> hesitated
	<input type="checkbox"/> willing to help	<input type="checkbox"/> unwilling

Final comments: \_\_\_\_\_

Person making call: \_\_\_\_\_

Date & time: \_\_\_\_\_