



Administrative Staff Application

Position applied for: _____

Preference: Full-time Part-time

Date Available: _____

Name: _____

Street Address: _____

City, State, Zip _____

Telephone _____

Have you been previously employed at Grace Church? Yes No

Record of Education

	Number of years	Degree Earned or Field of Study
High School _____ <i>City, State</i> _____	_____	_____
College _____ <i>City, State</i> _____	_____	_____
Other _____ <i>City, State</i> _____	_____	_____

Previous Work Experience and Reference (List all positions held, most recent first)

Employer _____ From/To _____
Address _____ Phone _____
Supervisor _____ Your job title _____
Nature of Duties: _____
Reason for leaving: _____

Employer _____ From/To _____
Address _____ Phone _____
Supervisor _____ Your job title _____
Nature of Duties: _____
Reason for leaving: _____

Employer _____ From/To _____
Address _____ Phone _____
Supervisor _____ Your job title _____
Nature of Duties: _____
Reason for leaving: _____

Have you been discharged or asked to resign from any position? Yes No
If presently employed, may we contact your supervisor for a reference? Yes No



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References:

Please list professional references familiar with your work experience and qualifications, and whom we have your permission to contact:

Name:	Phone:	Relationship:	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Church and Community Involvement

What church are you currently attending? _____ How Long? _____

Location (& Denomination) _____ Are you a member? Yes No

List other churches that you have regularly attended:

_____ Community or civic activities:

Skills or training you have that relates to this position, please include dates of completion or skill level:

Personal Testimony

Summarize your personal testimony of salvation through Jesus Christ. Please give some detail.

What do you consider the most significant event(s) in your Christian life?

How are you actively involved in a local church?
What other ministries or church leadership roles have you been involved in?

Self Evaluation

What do you consider to be your strengths?

What do you consider to be your weaknesses?

Grace Church Beliefs and Goals

Please read the *Statement of Faith* (<http://www.grace.church/grace-church-statement-faith>) and "What We Believe" (<http://www.grace.church/beliefs-values> or ask for a hard copy to be provided to you) and respond to the following question:

The *Statement of Faith* represents my own doctrinal positions. Yes No



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Child Abuse Disclosure

Have you been rightly or wrongly accused of child abuse?

Yes No

Have you been rightly or wrongly accused of sexual misconduct?

Yes No

Declaration

I hereby declare that the information provided by me in this *Staff Application* is true, correct, and complete to the best of my knowledge. I understand if I am extended an offer of employment at Grace Church, any misrepresentation of fact may be considered cause for dismissal.

I understand that serving on the staff of Grace Church is an *employment-at-will* agreement and that this application is not, and is not intended to be, a contract of employment; and that the relationship may be terminated in keeping with the *employment-at-will* laws of Minnesota.

If extended an offer of employment, I understand that I must provide proof of the legal right to work in the United States, as required by law.

If extended an offer of employment, I understand that additional information may be required (i.e., date of birth, SSN) and I agree to provide that information upon request.

Signature: _____

Date: _____