



APPLICATION FOR EMPLOYMENT

Employees of Holy Trinity Anglican Church come together to serve God, one another, our congregation, our community, and our world. As disciples of Christ, our employees steward their responsibilities with care, demonstrating the fruits of the Spirit in their daily responsibilities. We offer a workplace focused on the excellence that glorifies God as we perform our work, both in readiness to do our daily tasks and in embracing and knowing how the Word of God applies as we serve. We also model grace in our interactions, in thankfulness for the grace we are given in Christ.

We do not require all employees to be Anglicans, but because of our essential identity as a community of faith in Jesus Christ, we require all employees to wholeheartedly believe and confess that Jesus Christ is the Way, the Truth, and the Life: no one comes to the Father but by Him. As a community, we submit to the authority of the Holy Scriptures and the standard for Christian faith and life. We uphold the sanctity and dignity of human life, the creation of humankind in God's image as male and female, and the unchangeable standard of Christian marriage between one man and one woman as the only proper place for sexual intimacy and the basis of the family. When hired, employees affirm and agree with these theological and ethical commitments.

Within this context, we are committed to equality of treatment in hiring and in all employment conditions and opportunities.

APPLICANT INFORMATION

LAST NAME

FIRST NAME

MIDDLE NAME

DATE OF APPLICATION

POSITION DESIRED

DESIRED SALARY RANGE

NAMES & AGES OF MEMBERS OF YOUR HOUSEHOLD

IF MARRIED, HOW LONG?

CONTACT INFORMATION

HOME ADDRESS:

CITY:

STATE:

ZIP:

PRIMARY PHONE NUMBER:

WORK PHONE NUMBER:

EMAIL ADDRESS:

HOW DID YOU LEARN ABOUT OUR EMPLOYMENT OPPORTUNITIES?

IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, YOU WILL BE REQUIRED TO VERIFY AND DOCUMENT YOUR EMPLOYMENT ELIGIBILITY IF HIRED.

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

EMPLOYMENT HISTORY

PLEASE LIST YOUR PREVIOUS EMPLOYERS, BEGINNING WITH THE MOST RECENT:

NAME OF EMPLOYER:

JOB TITLE:

DATES EMPLOYED:

RESPONSIBILITIES:

NAME AND TITLE OF SUPERVISOR:

SUPERVISOR'S PHONE NUMBER:

CAN WE CONTACT THIS PERSON?

YES

NO

IF "NO", IS THERE ANOTHER PERSON AT YOUR PLACE OF WORK WE MAY CONTACT?

YES

NO

IF "YES", PLEASE PROVIDE NAME OF EMPLOYEE:

REASON FOR LEAVING:

NAME OF EMPLOYER:

JOB TITLE:

DATES EMPLOYED:

RESPONSIBILITIES:

NAME AND TITLE OF SUPERVISOR:

SUPERVISOR'S PHONE NUMBER:

CAN WE CONTACT THIS PERSON?

YES

NO

REASON FOR LEAVING:

NAME OF EMPLOYER:

JOB TITLE:

DATES EMPLOYED:

RESPONSIBILITIES:

NAME AND TITLE OF SUPERVISOR:

SUPERVISOR'S PHONE NUMBER:

CAN WE CONTACT THIS PERSON?

YES

NO

REASON FOR LEAVING:

REFERENCES

PLEASE LIST NAME, HOW YOU KNOW THIS PERSON, AND TELEPHONE NUMBER:

	OK TO CALL?	YES	NO
1.			
2.			
3.			

EDUCATION

NAME OF HIGH SCHOOL:

YEAR GRADUATED:

DIPLOMA TYPE:

ADDRESS:

CITY:

STATE:

ZIP:

NAME OF COLLEGE/INSTITUTE:

YEAR GRADUATED:

DIPLOMA TYPE:

MAJOR STUDY:

MINOR STUDY:

ADDRESS:

CITY:

STATE:

ZIP:

NAME OF COLLEGE/INSTITUTE:

YEAR GRADUATED:

DIPLOMA TYPE:

MAJOR STUDY:

MINOR STUDY:

ADDRESS:

CITY:

STATE:

ZIP:

NAME OF COLLEGE/INSTITUTE: _____

YEAR GRADUATED: _____

DIPLOMA TYPE: _____

MAJOR STUDY: _____

MINOR STUDY: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

HAVE YOU SERVED IN THE MILITARY? YES _____ IF YES, PLEASE LIST BELOW WHAT BRANCH, RANK, AND DUTIES: _____

YEARS OF SERVICE: _____

WERE YOU HONORABLY DISCHARGED? YES _____

TECHNOLOGICAL SKILLS				
TYPE	NAME OF SOFTWARE PRODUCT	PROFICIENCY		
		HIGH	AVERAGE	LOW
WORD PROCESSING				
SPREADSHEETS				
DATABASE				
GRAPHICS/PRESENTATIONS				
INTERNET/WEBSITE/EMAIL				
OTHER				

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or for termination. I hereby authorize Holy Trinity Anglican Church to obtain all data needed to support this application from educational institutions, past employers, and other references I may have provided. I understand that if my position requires driving, I am to submit prior to employment a valid driver's license and a satisfactory driving record. I understand that all employment offers are conditioned upon a satisfactory criminal background check and, in the case of financial positions, a credit check.

Signature of Applicant: _____

Date _____