



FORCEY BIBLE CHURCH

Employment Application Executive Ministry Assistant

INSTRUCTIONS & TIMELINE

Please upload and send this application to mike-maslin@forcey.org and sharon-lamy@forcey.org. Please attach a resume with your application. Attach any files separately.

Applicants will be considered in the order in which applications are received. Priority may be given to applications received by March 20. The position will open as early as April 8. Applications will be received until the position is filled.

ABOUT YOU:

Your Full Name: _____ Today's Date: _____

Present Address: _____

Phone Number: _____ Type: Home Cell Work

Email (print legibly): _____

Are you 18 years or older? Yes No

Have you been baptized? Yes No

If yes, approximate date: _____ Church: _____

Are you a current member of Forcey Bible Church? Yes No

If no, would you consider membership at Forcey Bible Church? Yes No

List the churches you have regularly attended since you became a Christian:

Name of Church

Address of Church

Were you a member:

QUESTIONS:

1. How did you become a Christian? Please describe briefly.

2. Have you read the Forcey Bible Church Articles of Faith? ___ Yes ___ No

Please share any areas of the Articles of Faith of Forcey Bible Church where you have more questions or are not in full agreement.

3. Please share why you are you applying for this position?

4. In what ways do you feel you are gifted or skilled that will help you to serve effectively in this role

EDUCATION & EMPLOYMENT HISTORY:

	Name Of Institution	Certificate/Degree
College		
Trade School/Other		
Graduate School		

Describe any future educational goals:

Employment History

**List two most recent places of employment and any others you want to tell us about*

Dates	Name of Company/Employer	Position/Title	Reason for Leaving
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Have you ever been discharged or asked to resign? Yes No If yes, explain on separate sheet.

Have you been convicted of a felony or misdemeanor? Yes No If yes, please explain on a separate sheet the date and nature of each offense. A conviction does not necessarily exclude you from employment.

REFERENCES & VERIFICATIONS:

Professional Reference	Phone or Email	Years Known
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Pastoral Reference(s)	Phone or Email	Years Known
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Can you verify your identity and eligibility to work in the United States? ___ Yes ___ No

Are you willing to undergo a criminal background check? ___ Yes ___ No

Physical Limitations

Please review the posted Position Description and the bona fide physical requirements to adequately perform this job. Can you perform the functions of this job with reasonable accommodations? ___ Yes ___ No. If you need an accommodation, please describe on a separate sheet.

Emergency Contact

Name: _____ Relationship to Applicant: _____

Phone: _____ Email: _____

SIGNATURE:

To the best of my knowledge, the facts in this application are true and complete. If hired, untrue statements in this application may be grounds for dismissal.

I authorize the investigation of all statements in this application. The church may contact all references, employers, public agencies, and educational institutions to verify the accuracy of the information provided by me in this application, my resume, or job interviews. As allowed by law, references may give information concerning my previous employment and any pertinent information. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand that the church does not unlawfully discriminate in employment, and that no question on this application is used for the purpose of limiting an applicant in this regard. As a Christ-centered, Bible-believing church, we may exercise preference on the basis of religion in our employment decisions.

I understand that this application will be processed and reviewed carefully up until the application deadline stated above, and I will be contacted directly with a result from that review.

Signature: _____ Date: _____