



Heartland Community Church

Employment Application

Also available to be completed electronically at www.heartland.cc/careers-internships

APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City		State		ZIP		
Phone			E-mail Address			
Date Available						
Position Applied for						
Availability:	_____ Full-time _____ Part-time _____ Temporary Start Date:					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been employed by Heartland Community Church?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Current Church Affiliation:						
Positions of service or leadership held in the church:						
Can you perform the essential functions of the position applying for without reasonable accommodation?						

EDUCATION

High School				Address			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
List any additional training or experience you have that qualifies you for the position you are seeking, including professional licensures or certifications:							

REFERENCES

Please list three professional references.

1) Full Name		Relationship	
Company		Phone	
2) Full Name		Relationship	
Company		Phone	
3) Full Name		Relationship	
Company		Phone	

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever elected to resign your employment with a prior employer, rather than be subject to discipline or termination? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
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DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand and agree that any misrepresentation by me in this application will be grounds for immediate termination if I have been employed. I give Heartland Community Church the right to investigate all references and to secure additional information about me, if job related. I hereby release Heartland Community Church and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that a criminal background check will be conducted on me as a part of the application process and I consent to any such check. I understand that I will be subject to Heartland's Child Protection Program and consent to participation in that process.

Should employment result from this, I understand that I will be required to provide documentation to establish identity and employment eligibility. I understand that just as I am free to resign at any time, Heartland Community Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Heartland Community Church has the authority to make assurances to the contrary.

Signature

Date