



# FAITH EVANGELICAL CHURCH

3145 Sweet Water Drive  
Billings, Montana 59102  
(406) 656-8747 www.faithe.org

## Employment Application

For which position are you applying? \_\_\_\_\_

Application Date: \_\_\_\_\_ Date you can begin working? \_\_\_\_\_

### Basic Information

Name \_\_\_\_\_  
First MI Last

Address \_\_\_\_\_  
Street Address City State Zip

Phone numbers \_\_\_\_\_  
Home Work Cell

Email \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Employer \_\_\_\_\_ Employer address \_\_\_\_\_

Position at job \_\_\_\_\_ Years at current job \_\_\_\_\_ May we call you at work?  Yes  No

Church membership:  Member  Regular Attender  
(If applicable) How long have you attended Faith E Church? \_\_\_\_\_

Please provide the following information for all of the churches you have regularly attended during the past five years.

Church Name	Pastor's Name	Address	Phone	Dates attended
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Church Name	Pastor's Name	Address	Phone	Dates attended
_____	_____	_____	_____	_____

Emergency contact \_\_\_\_\_ Phone # \_\_\_\_\_  
name and relationship

### Security

List states and counties of residence for the past three years : \_\_\_\_\_

**Yes**  **No** Have you used any names or Social Security Numbers other than given above? If so, please list in comments, below.

**Yes**  **No** Have you ever been convicted of a crime? If so, please describe in the boxes below. Conviction will not necessarily be a bar to employment. In accordance with company policy and applicable state and federal laws, factors such as age at time of the offense, remoteness of the offense, time since last conviction, nature of the job sought and rehabilitation effort will be reviewed.

INCIDENT	CITY/STATE	CHARGE
1. _____	_____	_____
2. _____	_____	_____

**Family Information – (Optional)**

Marital Status (check one):  Single  Married (anniversary date) \_\_\_\_\_(mm/dd/yyyy)  
 Separated  Divorced  Widowed

Spouse's Name (if married) \_\_\_\_\_

Children's Names & Age ( if any)

Name	Age	Name	Age
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

**Education**

High school	City	State	Grad year
College/tech school	City	State	Grad year
Degree and major	Minor		
Other education, training, and licenses			

**Previous Employers**

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the **correct telephone numbers and addresses of past employers are critical**. Ask for a phone book or call information if necessary.

**MOST RECENT EMPLOYER**

Yes  No Are you currently working for this employer?  
 Yes  No If yes, may we contact?

PHONE ( )
EMAIL

COMPANY NAME ADDRESS CITY STATE ZIP

FROM	TO	
DATE EMPLOYED	JOB TITLE	SUPERVISOR NAME
DUTIES		
	PER	
SALARY	(HOUR, WEEK, MONTH)	REASON FOR LEAVING

**SECOND MOST RECENT EMPLOYER**

Yes  No Are you currently working for this employer?  
 Yes  No If yes, may we contact?

PHONE (     )
EMAIL

COMPANY NAME	ADDRESS	CITY	STATE	ZIP
FROM	TO			
DATE EMPLOYED	JOB TITLE			SUPERVISOR NAME
DUTIES				
	PER			
SALARY	(HOUR, WEEK, MONTH)			REASON FOR LEAVING

**THIRD MOST RECENT EMPLOYER**

Yes  No Are you currently working for this employer?  
 Yes  No If yes, may we contact?

PHONE (     )
EMAIL

COMPANY NAME	ADDRESS	CITY	STATE	ZIP
FROM	TO			
DATE EMPLOYED	JOB TITLE			SUPERVISOR NAME
DUTIES				
	PER			
SALARY	(HOUR, WEEK, MONTH)			REASON FOR LEAVING

**References**

Please provide the contact information for three character references (other than family members) who can identify your strengths and weaknesses and describe your background.

1.	<b>Name</b>	Email	Contact Phone
	Address	Zip	Relationship
2.	<b>Name</b>	Email	Contact Phone
	Address	Zip	Relationship
3.	<b>Name</b>	Email	Contact Phone
	Address	Zip	Relationship

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**Self-Description**

Please circle the words that best describe you, and cross out words that least describe you.

*trustworthy    dependable    active    compassionate    reliable    self-starter    punctual    flexible    laid-back    quick*  
*thinker    spontaneous    decisive    teachable    team player    humorous    thoughtful    solitary    leader*  
*cautious    risk taker    patient    reflective    honest    organized    creative    disciplined    faithful*

What are your spiritual gifts?

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**Medical Information**

Have you had any prior injuries that might be aggravated by working in ministry?

Are you currently taking any medication prescribed by a doctor for physical or other conditions that would affect your ministry?

Do you have any medical conditions that might be hazardous to others?

\*If you answered yes to any of the questions above, please attach another page and explain completely.

**PLEASE READ CAREFULLY**

The information provided on this application is accurate to the best of my knowledge and subject to verification. I understand that proof of U.S. permanent residency or authorization to work in the U.S. may be required upon employment. I understand that I must answer truthfully all the questions on this applications. I also understand that if I do not, I may be refused employment or separated if I am a current employee.

If employment results from this application, I understand that additional personal data will be required to determine if I am eligible for benefits and for statistical/government reporting purposes.

I understand and acknowledge that prior to and/or during employment, I may be required to submit to medical testing for alcohol and/or illicit and/or controlled substances, and I hereby consent to such testing.

I authorize all previous employers and listed references to furnish whatever information they may have regarding my employment and my reason for leaving. And I release my prior employers from liability for any damage resulting from the information provided.

I understand that employment with Faith Evangelical Church is at will and the employment relationship may be ended at any time, by either party, with or without notice.

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DATE

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APPLICANT'S SIGNATURE

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**Tell us About Yourself**

1. When and how did you become a Christian?
2. What do you regard as your primary values? Why are these values important to you?
3. In your most recent work experience, describe what has challenged you the most.
4. What special gifts, qualities or qualifications would you contribute to the Faith E Church staff?
5. How has your experience and background prepared you for this job position?

6. Which responsibilities of this position do you think would stretch you the most? Why?
  
  
  
  
  
  
  
  
  
  
7. How do you earn and build trust with coworkers?
  
  
  
  
  
  
  
  
  
  
8. What is the most innovative idea that you have developed and implemented in the last five years of your work experience?
  
  
  
  
  
  
  
  
  
  
9. What would you describe as the most important qualities of a successful employee?
  
  
  
  
  
  
  
  
  
  
10. Is there anything that you would add that would help us to know you and your work potential?



## STATEMENT OF BELIEF

We Believe...

- That the Bible is God's inspired word and is the infallible authority for Christian living.
- That God is Father, Son and Holy Spirit.
- That God became a man through the Virgin Birth of Jesus, being fully God and fully man.
- That Jesus was crucified, dead and buried and raised bodily from the dead.
- That the Holy Spirit convicts, comforts, sustains, sanctifies and guides believers into all truth.
- That man was created in the image of God, that he sinned in Adam and that he is now a sinner by nature and by choice.
- That man is lost in sins but can receive forgiveness and peace through faith in Jesus Christ as Savior and Lord.
- That all believers are commanded to share the "Good News" of forgiveness and peace through Christ.
- That we will all give an account of ourselves at the last judgment.
- That Jesus is coming again to take those who love Him to spend eternity with Him.

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Date

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Applicant's Signature