

SEACOAST CHRISTIAN COMMUNITY CHURCH

APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, marital status, disability, and veteran's status or citizenship status. The receipt of this application does not mean that job openings exist, nor does it obligate us in any way. We appreciate your interest in our organization.

Date: _____

PERSONAL INFORMATION

Name _____ Social Security No _____

Present address _____

Home phone _____ Mobile phone _____ Other phone _____

How long have you lived at current address? _____

Previous address _____ How long did you live there? _____

If under 18 years of age, can you provide proof of eligibility to work? [] yes [] no

If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? _____

Are you a citizen of the United States? [] yes [] no

If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? [] yes [] no

GENERAL QUESTIONS

What prompted you to apply for work at Seacoast? _____

Why do you desire to work in a church environment? _____

If necessary, are you willing and/or able to work some evenings or weekends? _____

Can you perform the essential functions of the job for which you are applying? [] yes [] no

If applying for a position that requires driving, have you been ticketed for a moving violation in the last three (3) years? [] yes [] no

If yes, please explain. _____

EMPLOYMENT INFORMATION

Position applying for _____ Date available for work _____

Type of employment: (check one) [] Full Time [] Part Time [] Temporary

If Part Time, what days and hours are you available? _____

Have you ever applied for a job with us before? [] yes [] no If yes, when: _____

Have you ever worked for us before? [] yes [] no If yes, when: _____

Have you ever been convicted of a felony other than a minor traffic violation? [] yes [] no

Conviction will not automatically disqualify you from employment.

Other Activities	Description of work or interests
Hobbies/Sports	_____
Community	_____
Church	_____
Holiday/vacation	_____
Other	_____

WORK HISTORY

(List your most recent employment first)

Firm _____ Location _____
 From _____ to _____ Responsibility _____
 Salary at start _____ Salary at termination _____
 Name of superior(s) and phone number _____
 Reason for leaving _____

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 Salary at start _____ Salary at termination _____
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How did you get your present job? _____
 Describe your responsibilities _____

 What do you enjoy most about your assignment? _____

OTHER INFORMATION

How would you describe yourself as a decision-maker? _____
 What was the most significant decision you have made? _____
 Results: _____
 Have you had leadership responsibility? [] yes [] no

In what roles? (be specific) _____

What special leadership training, skills or techniques do you have? _____

Describe your leadership style: _____

What was your most important accomplishment as a leader? _____

PERSONAL

Please write a brief description of yourself to help us get to know you better:

REFERENCES

Please list some references other than previous employers and relatives:

Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____

I certify that answers given in this application are true and complete to the best of my knowledge. I understand, authorize and agree that Seacoast Christian Community Church, Inc., may conduct national and local criminal biographical searches, state sexual offender searches, credit files and motor vehicle checks wherever available. I agree to sign any and all authorizations by appropriate companies or entities who are engaged in, including, but not limited to South Carolina Law Enforcement Division, The Federal Bureau of Investigation, and any and all other law enforcement agencies or authorities or governmental agencies that would have the information available. Furthermore, I agree to sign any and all authorizations required or deemed necessary by the appropriate credit agencies to provide an adequate credit history.

In the event that I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all the rules and regulations of Seacoast Christian Community Church Inc. and any special agreements reached by Seacoast Christian Community Church Inc. and me.

This application shall be considered active for no more than 45 days. After that time, applicants may be required to resubmit a completed application.

The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract.

All employment here is At-Will. Just as an employee may resign for any reason, Seacoast Christian Community Church Inc. may terminate an employee for any reason.

SIGNATURE: _____ DATE: _____

REQUEST FOR INFORMATION FROM A PREVIOUS EMPLOYER

DATE: _____

FROM: Seacoast Christian Community Church; 750 Long Point Road, Mt. Pleasant, SC 29464

TO: _____

FORMER EMPLOYEE'S NAME: _____

SOCIAL SECURITY NUMBER: _____

To Whom It May Concern::

_____ has made application to this church for a position as _____ and states that he/she was employed by you in the position of _____ from _____ to _____.

Will you kindly reply to the inquiry below respecting this applicant. For your convenience in replying by return mail, we have enclosed a stamped self-addressed envelope.

Is the employee's record with your company correct as stated above? [] Yes [] No

What kind(s) of work did he/she do? _____

Did he/she have custody of money or valuables? [] Yes [] No

Were his/her accounts properly kept? [] Yes [] No

Reason for leaving your employ: [] Discharged [] Laid off [] Resigned

Was his/her general conduct satisfactory? [] Yes [] No

Quality of work: [] excellent [] good [] fair [] poor

Co-operation with others: [] excellent [] good [] fair [] poor

Personal habits: [] excellent [] good [] fair [] poor

Working skills: [] excellent [] good [] fair [] poor

Any other remarks: _____

By: _____ Date: _____

(Signature of person supplying information)

(Please print the name of the person supplying information)

Phone number: _____

You are hereby authorized to give to Seacoast Christian Community Church all information regarding my services, character and conduct while in your employ, and you are released from any and all liability, which may result from furnishing such information.

Witness: _____ Signed: _____

(Examiner)

(Applicant)

REFERENCE CHECK - BY TELEPHONE

Name of Applicant: _____

Position under Consideration: _____

Person Called for Reference Check: _____ Phone # _____

Give some idea of the job for which applicant is being considered.

Verify the following:

Social Security # _____

Dates of Claimed Employment: _____

Position Last Held: _____

Final Rate of Pay: _____

In what capacity did you know the applicant? _____

How long did you know the applicant: _____

What specific duties did he/she perform? _____

How would you rate his/her:

Performance very good average poor

Supervisory abilities very good average poor

Independent work very good average poor

Creativity very good average poor

Loyalty very good average poor

Attendance very good average poor

Honesty very good average poor

How did he/she get along with other employees? very good average poor

Any unusual work habits? _____

What were the circumstances surrounding his/her leaving? _____

Would you rehire him/her? yes no

Any reservations, describe? _____

What were his/her strong points? _____

Were there any negative aspects or weaknesses? _____

Any additional pertinent information? _____

Person called was: cooperative uncooperative

pleasant unpleasant

knew facts hesitated

willing to help unwilling

Final comments: _____

Person making call: _____

Date & time: _____