



212 W Washington St., P.O. Box 145

Lancaster, Missouri 63548

660-457-3598

lancastercc3598@gmail.com

lancasterchristianchurch.com

Application for Employment

All questions must be answered completely, unless otherwise directed. To submit this application, download this PDF to your computer. After completing the application, it can be submitted by emailing to lancastercc3598@gmail.com or mailing it to the P.O. Box listed above.

Applicant Information

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Are you 18 years or older? Yes No

Position applied for: _____ Date available to start: _____

Salary Desired: _____ Are you employed now? Yes No

May we talk to your current employer? Yes No

Have you applied here before? Yes No If yes, for what position? _____

Are you related to an employee? Yes No If yes, to whom? _____

US Military rank or membership in the National Guard or Reserves: _____

Church Background

Have you accepted Jesus Christ as your personal Lord and Savior? Yes No

What Year? _____

Do you currently attend Lancaster Christian Church? Yes No

If YES, how long have you attended? _____

If you answered NO, please provide the name of the church you are currently attending and the pastor's name.

Church: _____ Pastor: _____

Are you presently a volunteer at Lancaster Christian Church? Yes No

If YES, what ministry? _____

Are you presently a volunteer at another church? Yes No

If YES, what ministry? _____ How Long? _____

Ministerial Background *(please complete if applying for a ministerial position)*

Are you an ordained or licensed minister? Yes No

If YES, please list the date, church and denomination granting the license/ordination.

Church: _____ Date of Ordination: _____ Date of Expiration: _____

Denomination: _____

Education

High School

Name of School: _____ City/State: _____

Did you graduate? Yes No

Trade School / Business / Correspondence School

Name of School: _____ City/State: _____

Did you graduate? Yes No Degree Received: _____

Name of School: _____ City/State: _____

Did you graduate? Yes No Degree Received: _____

College and Graduate School

Name of School: _____ City/State: _____

Did you graduate? Yes No Degree Received: _____

Name of School: _____ City/State: _____

Did you graduate? Yes No Degree Received: _____

Name of School: _____ City/State: _____

Did you graduate? Yes No Degree Received: _____

Name of School: _____ City/State: _____

Did you graduate? Yes No Degree Received: _____

Employment History (does not need to be completed if resume is attached)

Most Recent

Employer Name: _____ Position: _____

City/State: _____ Dates Employed: ____ / ____ / ____ to ____ / ____ / ____

Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor's Name & Position: _____ Phone #: _____

Job Duties:

Reason for Leaving:

Second Most Recent

Employer Name: _____ Position: _____

City/State: _____ Dates Employed: ____ / ____ / ____ to ____ / ____ / ____

Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor's Name & Position: _____ Phone #: _____

Job Duties:

Reason for Leaving:

Third Most Recent

Employer Name: _____ Position: _____

City/State: _____ Dates Employed: ____ / ____ / ____ to ____ / ____ / ____

Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor's Name & Position: _____ Phone #: _____

Job Duties:

Reason for Leaving:

Fourth Most Recent

Employer Name: _____ Position: _____

City/State: _____ Dates Employed: ____ / ____ / ____ to ____ / ____ / ____

Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor's Name & Position: _____ Phone #: _____

Job Duties:

Reason for Leaving:

Have you ever been terminated or asked to resign? Yes No If yes, explain on lines below.

Have you been convicted of a felony or misdemeanor? Yes No

If yes, please explain on the lines below the date and nature of each offense. A conviction does not necessarily exclude you from employment.

Have you ever been denied the opportunity to work with children? Yes No

Are you a U.S. citizen or authorized to work in the United States? Yes No

Can you verify your identity and eligibility to work in the United States? Yes No

Physical Limitations

Can you perform the functions of this job with reasonable accommodation? Yes No

If you need accommodation, please describe on lines below.

Emergency Contact (information will only be used in case of emergency during interviews/visits)

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Professional and/or Character References (does not need to be completed if list of references is attached)

Name: _____ Name: _____

Employer: _____ Employer: _____

Job Title: _____ Job Title: _____

Telephone #: _____ Telephone #: _____

Name: _____ Name: _____

Employer: _____ Employer: _____

Job Title: _____ Job Title: _____

Telephone #: _____ Telephone #: _____

Equal Opportunity Employer

We are committed to providing a work environment that is free from discrimination. Lancaster Christian Church prohibits discrimination in employment against any employee or job applicant because of that person's race, color, sex, national origin, disability, age, or any other legally protected status.

If you believe that you or someone else has been subject to discrimination prohibited by this Policy, you immediately should report this to your supervisor. Anyone engaging in unlawful discrimination may be subject to discipline up to and including termination. As a religious institution, Lancaster Christian Church is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

Standards of Conduct

Both as a Christian and as a Lancaster Christian Church (LCC) employee, you represent the Kingdom of God in all of your words and actions, whether at LCC or outside of LCC. For these reasons, we ask that you make a commitment to live a life that exemplifies the high standards of Godly living expected of a follower of Jesus Christ. This means you will make a commitment to be faithful in attending Lancaster Christian Church services each week; support the ministry of LCC through Biblical tithing; maintain and develop a strong relationship with Jesus through daily prayer and Bible reading, and maintain a heart to obey and please God in every area of your life; conduct your personal and professional affairs with integrity, avoiding illegal, immoral or unethical acts; avoid the appearance of evil and not engage in any practices that cause a reproach on the name of Jesus or cause someone to stumble; continue to grow in the fruit of the Spirit as set forth in Galatians 5:22-25, including love, joy peace, patience, kindness, goodness, gentleness and self-control.

Authorization

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Lancaster Christian Church. I understand that any employment is conditioned on a background check. I authorize LCC to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to LCC, without giving me prior notice of such disclosure. In addition, I release Lancaster Christian Church, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Lancaster Christian Church unless made in writing. I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, at my option or that of LCC. If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by LCC and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to LCC the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test; and if I am hired, a condition of my employment will be that I abide by Lancaster Christian Church's drug and alcohol policy. I understand that filling out this form does not indicate there is a position open and does not obligate LCC to hire me. If hired, I agree to abide by all of the Lancaster Christian Church's work rules, policies and procedures. LCC retains the right to revise its policies or procedures, in whole or part, at any time.

As a Christ centered, Bible believing church, we may exercise preference on the basis of religion in our employment decisions.

I certify that I understand and accept the terms laid forth in this application, Standards of Conduct and Authorization.

Signature: _____ Date: _____