



Employment Application

9900 Willows Road NE Redmond, WA 98052

Position Desired: _____

Date: _____ Date received *(office use only)* _____

PERSONAL

Last Name: _____ First: _____ Middle: _____

Other Names: _____

Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Work Phone: _____ E-Mail: _____

EMPLOYMENT HISTORY

Do not substitute a resume for this section.

Present (or Last) Employer _____ Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

Employment Date: _____ to _____ Starting Pay: _____ Ending Pay: _____

Supervisor's Name: _____

Position & Job Description: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

Employment Date: _____ to _____ Starting Pay: _____ Ending Pay: _____

Supervisor's Name: _____

Position & Job Description: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

Employment Date: _____ to _____ Starting Pay: _____ Ending Pay: _____

Supervisor's Name: _____

Position & Job Description: _____

Reason for leaving: _____

EDUCATION

High School: _____ Graduate Yes No
Trade or Business School: _____ Graduate Yes No
College: _____ Major _____ Graduate Yes No
College: _____ Major _____ Graduate Yes No
Seminary: _____ Graduate Yes No

ADDITIONAL EXPERIENCE

Please complete all that apply.

What professional job related licenses or certificates do you hold?
(OMIT THOSE WHICH INDICATE RACE, NATIONAL ORIGIN, COLOR, SEX, AGE, OR DISABILITY)

Computer Software Experience

MS Office version _____ MS Word version _____ MS Excel version _____
 MS Publisher version _____ PowerPoint version _____ MS Windows _____
 MS Outlook (incl. Email, Calendar, Contacts, etc.) version _____ MS Access version _____
 Other _____

Clerical Skills

Keyboarding speed _____ wpm Dictation No Yes _____ wpm Ten Key by touch by sight

US Military Service: Branch: _____ Specialty: _____

CHARACTER REFERENCES

Three references are needed. If you are not a member of an Overlake Ministry or if you do not use an Overlake Employee as a reference, please supply three "other references"

OCC Staff Member: _____ Length of time known: _____

Home Phone: _____ Work Phone: _____

OCC Ministry Reference: _____ Length of time known: _____

Home Phone: _____ Work Phone: _____

Other Reference: _____ Length of time known: _____

Home Phone: _____ Work Phone: _____

Other Reference: _____ Length of time known: _____

Home Phone: _____ Work Phone: _____

Other Reference: _____ Length of time known: _____

Home Phone: _____ Work Phone: _____

CONDITIONS OF EMPLOYMENT

Please read the following carefully as it constitutes conditions for employment with Overlake Christian Church.

I certify that the information given by me to Overlake Christian Church is true, accurate and complete to the best of my knowledge. I understand that any false statement on the application, resume, or during the interview or hiring process may result in refusal of employment, or if employed, immediate termination from Overlake Christian Church Employment.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the interests of Overlake Christian Church, nor will I become engaged in any such activity or business if employed.

I authorize Overlake Christian Church to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release Overlake Christian Church from any liability for future references it may provide regarding my work history at the church. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends, or associates. If I am refused employment on the basis of such a report upon written request from me within a reasonable amount of time, I have the right to a complete and accurate disclosure of the nature and scope of the investigations requested by Overlake Christian Church.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at anytime, at the option of Overlake Christian Church or myself. I also agree to sign a Letter of Employment Agreement prior to my employment start date as a requirement of employment with Overlake Christian Church.

I agree to take any and all tests required that are applicable fro the position I am applying for. I further agree to observe all policies and regulations of Overlake Christian Church.

If employed, I further agree that if Overlake Christian Church advances any paid leave before it has been accrued, or advances or loans me money during the course of my employment, or if I lose, damage, or fail to return any church property that I will be required to provide payment either by check, cash, money order or cashier check the amount owed by me upon picking up my final payment of wages from Overlake Christian Church.

I agree to protect any and all confidential information I may come in contact with.

I understand that if employed, I will provide timely documentation of identity and employment eligibility in accordance with the Immigration reform and Control Act.

Signature of Applicant: _____ Date: _____

For background check and employment verification purposes only please provide your social security

Number: _____ Date of Birth: _____

OTHER INFORMATION

This next section is general information for Overlake Christian Church. Your responses to these questions will not determine eligibility for employment.

Marital Status: Single Engaged Married Separated Divorced Widowed

Christian Background

Comments

Are you a born-again Christian? Yes No

Are you a member of Overlake Christian Church? Yes No

If not, what church do you attend? _____

Are you understanding of and committed to implementing the equipping ministry of Ephesians 4:11 in your personal ministry? Yes No

Are you currently spending quality time with your family that is considered sufficient by all? Yes No

Are you currently having a consistent quiet time and devotional life? Yes No

Do you regularly attend weekend services? Yes No

Do you believe that the Bible is inerrant and authoritative in all matters? Yes No

Do you regularly share the Gospel with others and ask them to receive Christ? Yes No

*Do you have any trouble working under authority, assuming that authority does not violate scripture? *(EXPLAIN BELOW)* Yes No

*Do you use any tobacco products? *(EXPLAIN BELOW)* Yes No

*Do you drink alcoholic beverages? *(EXPLAIN BELOW)* Yes No

*Do you currently, or have you in the past, used any illegal drug? *(EXPLAIN BELOW)* Yes No

*Have you had any problems with immorality since coming to Christ? *(EXPLAIN BELOW)* Yes No

*Have you ever been convicted of or plead no contest to any criminal offense in the past ten years? *(EXPLAIN BELOW)* Yes No

*If yes, please explain:

OTHER INFORMATION

(CONTINUED)

In what areas of ministry are you presently involved? _____

Please list your spiritual gifts: _____

Please list your strengths: _____

Please list your weaknesses: _____

Disabled Individual: A disabled individual means any person who (1) has a physical or mental impairment that substantially limits one or more major life activity; (2) has a record of such impairment; or (3) is regarded as having such an impairment. Are you a disabled individual?

Yes No

Do you have any limitations due to your disability that may affect your ability to satisfactorily perform the position for which you are applying?

Yes No If yes, please explain: _____

Are there any accommodations we could make that would enable you to perform the job properly and safely?

Yes No If yes, please explain: _____

Please share briefly how you came to know Christ as your personal Savior.

(Do not exceed this space)

