



## Salem Covenant Church

2655 Fifth Street NW  
New Brighton, MN 55112  
651-633-9615  
www.salem-covenant.church

### Application for Employment

Date of application: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

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

Telephone: \_\_\_\_\_  
Daytime Evening

E-Mail Address: \_\_\_\_\_

How did you learn about this employment opportunity? \_\_\_\_\_

What date are you able to begin employment? \_\_\_\_\_

If applicable, specify the preferred hours per week or schedule you are available to work:

Are you authorized to work in the United States? \_\_\_ Yes \_\_\_ No

Note: If hired, you will be required to show proof of employment authorization.

Have you previously applied for work or worked for Salem Covenant Church? \_\_\_\_\_

#### EDUCATION

Highest Grade / Degree Completed: \_\_\_\_\_

*Please list in consecutive order each school attended beyond high school.*

Name of School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Degree Received: \_\_\_\_\_

Brief description of course of study: \_\_\_\_\_

Name of School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Degree Received: \_\_\_\_\_

Brief description of course of study: \_\_\_\_\_

**EMPLOYMENT HISTORY – Begin with your current or most recent employment experience. Please list all work history during the past ten years, or since graduation if less than ten years.**

1. **Name of Employer:** \_\_\_\_\_

Employer's address: \_\_\_\_\_

Provide dates of employment with this employer. From: \_\_\_\_\_ To: \_\_\_\_\_

Position Title: \_\_\_\_\_

Briefly describe your responsibilities in this position:

Were you employed on a \_\_\_\_ full-time or a \_\_\_\_ part-time basis?

If part-time, how many hours per week? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact this person for a reference? \_\_\_\_ Yes \_\_\_\_ No

Reason for leaving this position? \_\_\_\_\_

2. **Name of Employer:** \_\_\_\_\_

Employer's address: \_\_\_\_\_

Provide dates of employment with this employer. From: \_\_\_\_\_ To: \_\_\_\_\_

Position Title: \_\_\_\_\_

Briefly describe your responsibilities in this position:

Were you employed on a \_\_\_\_ full-time or a \_\_\_\_ part-time basis?

If part-time, how many hours per week? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact this person for a reference? \_\_\_\_ Yes \_\_\_\_ No

Reason for leaving this position? \_\_\_\_\_

**EMPLOYMENT HISTORY (continued)**

3. **Name of Employer:** \_\_\_\_\_

Employer's address: \_\_\_\_\_

Provide dates of employment with this employer. From: \_\_\_\_\_ To: \_\_\_\_\_

Position Title: \_\_\_\_\_

Briefly describe your responsibilities in this position:

Were you employed on a \_\_\_\_ full-time or a \_\_\_\_ part-time basis?

If part-time, how many hours per week? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact this person for a reference? \_\_\_\_ Yes \_\_\_\_ No

Reason for leaving this position? \_\_\_\_\_

**If you need additional space for employment history, please attach separate page.**

**Additional Job Related Information**

Please describe any additional job related experiences not previously listed.

Summarize special skills and qualifications acquired from employment, volunteer or other experience.

List professional organizations of which you are a member, including offices held and honors received.

**If you need additional space, please attach separate page.**

## **PERSONAL FAITH AND PHILOSOPHY**

**Briefly share your faith story:**

**Briefly describe your philosophy of leadership and team ministry:**

**PROFESSIONAL REFERENCES – List three persons (other than relatives) who have knowledge of your skills and abilities in the area in which you applied:**

<i>Name</i>	<i>Email Address / Phone #</i>	<i>Years Known / Relationship</i>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

**PLEASE READ CAREFULLY AND EXAMINE YOUR APPLICATION BEFORE SIGNING TO SEE THAT YOU HAVE GIVEN AN ANSWER TO EACH AND EVERY ITEM.**

To the best of my knowledge, the information included in this application is accurate and true. I understand that any falsification, omission, misrepresentation or concealment of information on this application may be sufficient grounds for disqualification from further consideration for hire or immediate discharge whenever it is discovered. Salem Covenant Church shall not be liable in any respect if my employment is so denied or terminated. I authorize Salem Covenant Church to investigate my past relevant employment and/or education history. I also authorize any persons, companies, corporations and educational facilities with whom I have been associated with to furnish Salem Covenant Church with any information concerning my employment and educational background which they may have on record. I understand that this application and any employment handbook that may be distributed to me during the course of my employment shall not be construed as a contract.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_