



grace fellowship

P.O. Box 1350 ♦ Latham, NY 12110
PH 518.785.4959 ♦ FAX 518.785.1875

Employment Application

An Equal Opportunity Employer: Grace Fellowship does not discriminate on the basis of race, color, national origin, sex, age, or disability, in the admission, access to, or employment, in its programs and activities.

Notice: Applications must be clearly printed. All questions must be answered, unless qualified as optional. If the question is not applicable, insert "NA" in the appropriate space. Applications that are not complete and legible will not be considered. Use additional sheets if the space provided is insufficient for a complete answer.

Personal Information

Full Name:		Date:
Street Address:		Home Telephone:
City, State & Zip Code:		Work Telephone:
Email address: (optional)		Cell phone:
Positions Applying for:	Salaried Expected:	
Are you of legal age to work? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, you may be required to provide authorization)		
Are you legally eligible for employment in the US? <input type="checkbox"/> YES <input type="checkbox"/> NO (Proof of eligibility will be required upon offer of employment)		
Have you ever applied to Grace Fellowship before? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, please give date)		
Have you ever worked for Grace Fellowship before? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, please give date)		

Education

(Please note, Education section may be omitted in lieu of resume with the required information.)

Level	Name and Location of School	Course of Study	Years Completed	Did you Graduate?	Degree or Diploma
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business/ Trade/ Technical				<input type="checkbox"/> YES <input type="checkbox"/> NO	
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other				<input type="checkbox"/> YES <input type="checkbox"/> NO	

Employment

(List chronologically ALL employment, including part-time.)
(Please note, Employment section may be omitted in lieu of resume with the required information.)

Company Name:	Telephone:
Address:	Employed (Month & Year)
Name of Supervisor:	Weekly pay
Job Title and Job Description:	Reason for leaving:

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Address:	Employed (Month & Year)
Name of Supervisor:	Weekly pay
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Address:	Employed (Month & Year)
Name of Supervisor:	Weekly pay
Job Title and Job Description:	Reason for leaving:

Court Record

(List ALL convictions for criminal or other offenses except parking.)

DATE	PLACE	CHARGE	DISPOSITION	DETAILS

Grace Fellowship Attendance & Involvement

How often do you attend Grace Fellowship?

Do you attend Grace Latham or Grace North of Halfmoon

Approximately when did you start regularly attending Grace Fellowship?

Are you currently a member of Grace Fellowship?

Have you attended Class 201 – Discovering Grace Fellowship? YES NO (If yes, please give date)

Have you attended Class 301 – Discovering Your Design for Ministry? YES NO (If yes, please give date)

Are you a member of a small group? YES NO (If yes, which small group)

Have you been, or are you currently, involved in Grace Fellowship Ministry?

MINISTRY NAME	DATES FROM/TO	POSITION/RESPONSIBILITY	MINISTRY LEADER (IF KNOWN)

Have you been, or are you currently, involved in a ministry outside of Grace Fellowship Ministry?

ORGANIZATION	MINISTRY NAME	DATES FROM/TO	POSITION/RESPONSIBILITY

Spirituality & Christian Walk

Have you received Christ as your Savior? YES NO (If yes, when did this occur)

Briefly explain:

Spiritual Gifts: What are your spiritual gifts?

References

List three (3) Grace Fellowship references. These should be people who have been regularly attending Grace Fellowship for at least six (6) months. If unknown, enter (NONE AVAILABLE) under "Name" in the space below:

Name	Address	Phone	Year Acquainted

List at least two (2) work-related references below. These should be supervisors or fellow employees from prior job experience

Reference Name & Company	Address	Phone	Year Acquainted
Name:			
Company:			
Working Relationship:			
Name:			
Company:			
Working Relationship:			

I fully understand that should I make a false statement of any material fact or practice or attempt to practice any deception or fraud on my application, or any of the procedures connected with my possible appointment to a position with Grace Fellowship, I will not be appointed or further considered.

I also fully understand that if I am appointed to a position with Grace Fellowship, and if then or thereafter facts become known which, if previously known, would have warranted my not being appointed, or if then or thereafter there is found any illegality, irregularity or fraud in my application, or any of the procedures connected with my appointment, such appointment may be revoked and I may be discharged.

I also fully understand that should I engage in any illegality, or form of immorality, or violate any Biblical principles that could bring discredit upon the reputation, or the integrity of Grace Fellowship, or the body of believers therein, my appointment may be revoked and I may be discharged.

I authorize Grace Fellowship or any of its agents, at any time prior to, or during my employment, to: a) investigate references; b) communicate with my former employers and educational institutions; c) conduct an independent investigation of my character, conduct and employment record, including, without limitation, a criminal background check and/or request a credit report or request an investigative background credit report. I understand that the results of any investigation may be kept and preserved. Additionally, I release all parties from any and all liability for any damage that may result from furnishing information to Grace Fellowship.

Date

Signature