



grace fellowship

insight for the journey

Application for Employment

P.O. Box 1350. Latham. NY 12110 (518) 785-4959

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 or activities.

NOTICE: Applications must be typewritten or 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.

Position for which you are applying: _____

A) PERSONAL INFORMATION

Name:

<i>Last:</i>	<i>First:</i>	<i>MI:</i>
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Address:

<i>Street:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip:</i>

Contact info & SSN:

<i>Home Phone:</i>	<i>Work Phone:</i>	<i>Other Phone (optional):</i>
<i>Email Address:</i>		<i>SSN:</i>

Are you legally eligible to work in the United States?
(Proof of eligibility will be required upon offer of employment)

Yes No

Are you over the age of 18 years?
(If no, you may be required to provide authorization)

Yes No

Have you ever applied to Grace Fellowship before?
(If yes, please give date.) _____

Yes No

Have you ever worked for Grace Fellowship before?
(If yes, please give dates.) _____

Yes No

B) EDUCATION (NOTE: Education section may be omitted in lieu of resume with the required information.)

<i>School</i>	<i>Name and Location</i>	<i>Course of Study / Major</i>	<i># of Years Completed / Credit Hours</i>	<i>Diploma / Degree</i>
<i>High School</i>				
<i>College(s)</i>				
<i>Other</i>				

**C) EMPLOYMENT (List chronologically ALL employments, including part-time.)
(NOTE: Employment section may be omitted in lieu of resume with the required information.)**

<i>Employer Name and Address</i>	<i>From</i>	<i>To</i>	<i>Position</i>	<i>Supervisor</i>	<i>Reason for Leaving</i>
<i>Name:</i>					
<i>Address:</i>					
<i>City:</i>					
<i>State: Zip:</i>					
<i>Name:</i>					
<i>Address:</i>					
<i>City:</i>					
<i>State: Zip:</i>					
<i>Name:</i>					
<i>Address:</i>					
<i>City:</i>					
<i>State: Zip:</i>					
<i>Name:</i>					
<i>Address:</i>					
<i>City:</i>					
<i>State: Zip:</i>					

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

<i>Date</i>	<i>Place</i>	<i>Charge</i>	<i>Disposition</i>	<i>Details</i>

E) GRACE FELLOWSHIP CHURCH ATTENDANCE AND INVOLVEMENT

How often do you attend Grace Fellowship? Weekly 3x/month 2x/month 1x/month Other

Approximately when did you start regularly attending Grace? _____

Are you currently a covenant member? Yes Will be very soon Considering for the future Haven't thought about it. No interest at this time.

Have you attended Class 201 – "Discovering Grace Fellowship"? Yes No
If yes, when did you attend: _____

Have you attended Class 301 – "Discovering Your Design for Ministry"? Yes No
If yes, when did you attend: _____

Are you a member of a small group? Yes No
If yes, which small group: _____

Have you been, or are you currently, involved in a 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?

Organization	Ministry Name	Dates From/To	Position/Responsibility

F) SPIRITUALITY AND 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? _____

G) 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.

<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>Year Acquainted</i>

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

<i>Reference Name and Company</i>	<i>Address</i>	<i>Phone</i>	<i>Year Acquainted</i>
<i>Name:</i>			
<i>Company:</i>			
<i>Relationship:</i>			
<i>Name:</i>			
<i>Company:</i>			
<i>Relationship:</i>			
<i>Name:</i>			
<i>Company:</i>			
<i>Relationship:</i>			

I fully understand that should I make a false statement of any material fact or practice or attempt to practice any deception or fraud in 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.

SIGNATURE OF APPLICANT

DATE