



EMPLOYMENT APPLICATION

Application information

Full name: _____ Date: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt/Unit #

City State Zip Code

Email: _____

Date Available: _____ S.S. no: _____ Gender Male Female

Position applied for: _____

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you ever worked or volunteered for the church? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain? _____

Education

High school: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

References

List two references. References should be able to attest to professional and spiritual character and not be related to applicant.

Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____

Previous Employment

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		

May we contact your previous supervisor for a reference? Yes No

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		

May we contact your previous supervisor for a reference? Yes No

*Applicants are required to submit a resume with their application. Completed applications and resumes can be emailed to employment@pbexchange.com or submitted to the church office at 39 Hollywood DR Little Hocking, Ohio 45742. Applications MUST be submitted no later than September 30, 2023 to be considered.

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:	_____	Date:	_____
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Personal and Spiritual History Questionnaire (Feel free to attach your answers on a separate sheet of paper if needed.)

1. Write a brief summary about how and when you became a Christian.

2. How would you describe your spiritual journey now?

3. Describe how you handle conflicts or confrontations.

4. Are there any factors or responsibilities in your life that would impact your commitment or involvement as Life Group Coordinator or Office Assistant?

5. Why do you want to fill the role of Life Group Coordinator and Office Assistant. What spiritual gifts do you have and how would you use them to grow the Life Group Ministry and assist in the office?