

Application for Employment

For use by all Mitchell Road ministries, including Mitchell Road Christian Academy.

Please print. Each question should be answered fully and accurately. Application questions are not intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your resume and forward all completed documents to: Employment@mitchellroad.org

Name _____ Application Date _____
(last, first, middle initial)

Address _____

Email _____ Mobile Phone _____

Christian Background and Testimony

Current Church (Name/Location) _____

Member? Attending? How Long _____

In your own handwriting, on a separate page, briefly give your Christian testimony.

Position Desired _____ When are you available to start? _____

Full Time 12 month School Schedule Part Time Temporary Summer

Expected Earnings \$ _____ Annually Monthly Hourly

Employment Eligibility

Can you provide documents to prove that you are legally eligible for employment in the United States?

Yes No

Education

High School – (Name & Location) _____ Graduation Date (mm/yy) _____

Technical School – Completed? Y or N; Course of study _____

University/College (Name & Location) _____

Degree _____ Graduation Date (mm/yy) _____

Post-Grad School (Name & Location) _____

Degree _____ Graduation Date (mm/yy) _____

Please list any other special training, qualifications, skills or applicable experiences on a separate page.

Employment History (Please start with your most recent employer)

With your permission, former employers will be contacted for references.

Job Title _____ **Dates of employment** _____

Employer _____

Address _____

Supervisor's name and phone number _____

Reason for Leaving _____

Hourly rate/salary _____

Work performed _____

May we contact your current employer? _____ After (date) _____

Job Title _____ **Dates of employment** _____

Employer _____

Address _____

Supervisor's name and phone number _____

Reason for Leaving _____

Hourly rate/salary _____

Work performed _____

May we contact your past employer? _____ After (date) _____

Job Title _____ **Dates of employment** _____

Employer _____

Address _____

Supervisor's name and phone number _____

Reason for Leaving _____

Hourly rate/salary _____

Work performed _____

May we contact your past employer? _____ After (date) _____

References

Please list four personal or professional references (not relatives) who are qualified to speak about your personal life, Christian life, professional training and experiences.

Full Name _____ Relationship Current Pastor

Church Name _____ City _____ State _____

Website _____ Phone _____ E-mail _____

Full Name _____ Relationship _____

Address _____

Phone _____ E-mail _____

Full Name _____ Relationship _____

Address _____

Phone _____ E-mail _____

Full Name _____ Relationship _____

Address _____

Phone _____ E-mail _____

Candidates who are selected to continue in the interview process will be required to provide the following:

1. I-9 Employment Eligibility Verification (Dept. of Homeland Security). Please bring personal identification forms with you to the initial interview; select from List A or List B

List A – U.S. Passport

/or/

List B – A photo ID (Driver's License or U.S. Military ID card)

/and/

Either Social Security card or Birth Certificate

2. Background Screening – Disclosure & Consent Form
3. Statement of Faith

Employment Applicant Release and Signature

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge.

I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I, _____, authorize a Mitchell Road representative to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the ministry to thoroughly investigate my records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the ministry any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the ministry, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references.

I authorize the ministry to conduct criminal records check, which may include fingerprinting if working with children or if unsupervised access to children. I understand and agree that any offer of employment that I may receive from the ministry is conditioned upon the receipt of background information, including criminal background information. The ministry may refuse employment or terminate conditional employment if the ministry deems any background information unfavorable or that it could reflect adversely on the ministry or on me as a Christian role model.

I agree to be bound by the PCA **Book of Church Order** (go to <http://www.pcanet.org/beliefs/>) and the policies of Mitchell Road Presbyterian Church and subject to the authority of its Session, and to refrain from unbiblical conduct in the performance of my services on behalf of the ministry.

I understand that this application for employment is valid for no more than 90 days. After that, I must resubmit an application in order to be considered for ministry positions.

I understand that this is an application for at-will employment, employment is not being offered at this time.

I certify that I have carefully read and do understand the above statements.

Applicant's Signature _____ Date _____

Print Name _____

Parent's Signature (if applicant is under age 18) _____