

Messiah Lutheran Church

Application Packet

Please complete the following five forms, sign, and return with

a **Cover Letter** and **Current Résumé** to

Messiah Lutheran Church,
905 NW 94th St., Vancouver, WA 98665-6842
Email address: messiahlc@messiahvancouver.org
Fax Number: 360-571-7779

- Application Form
- Authorization to Check Work History
- Authorization to Check credit History under the Federal Fair Credit Reporting Act
- Applicant Disclosure, Pursuant to RCW 43.43.834: Child and Adult Abuse Information Act
- "At Will" Policy Statement

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

DATE: _____

NAME: _____

LAST

FIRST

MIDDLE

PRESENT ADDRESS: _____

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS: _____

STREET

CITY

STATE

ZIP

PHONE NUMBER: () _____ Email _____

STATE NAME AND RELATIONSHIP OF _____ REFERRED ANY RELATIVES IN OUR EMPLOY: _____

BY: _____

EMPLOYMENT DESIRED:

DATE YOU CAN START: _____ POSITION: _____

DESIRED SALARY: _____

ARE YOU CURRENTLY EMPLOYED? _____ MAY WE CONTACT PH YOUR EMPLOYER? _____

EMPLOYER PHONE NUMBER _____

HAVE YOU EVER APPLIED TO WORK FOR A CHURCH BEFORE? _____ WHERE? _____

WHEN? _____

EDUCATION:

SCHOOL	NAME AND LOCATION	GRADUATED		MAJOR SUBJECTS	GPA
		YES	NO		
GRAMMAR SCHOOL	_____				

HIGH SCHOOL	_____				

COLLEGE	_____				

OTHER (SPECIFY)	_____				

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

SPECIAL TRAINING: _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC) _____
(EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, SEX, MARITAL STATUS, AGE, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS)

HOW DID YOU HEAR ABOUT THIS JOB? _____

FORMER EMPLOYERS: LIST YOUR LAST THREE EMPLOYERS, STARTING WITH PRESENT OR MOST RECENT

DATE MONTH AND YEAR	NAME/ADDRESS/PHONE NUMBER OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM		\$		
TO		PER		
FROM		\$		
TO		PER		
FROM		\$		
TO		PER		

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR. INCLUDE TWO REFERENCES OF PEOPLE FAMILIAR WITH YOUR WORK LIFE.

NAME	CONTACT PHONE	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

MAY WE CONTACT YOUR FORMER EMPLOYERS? _____ IF NO, PLEASE EXPLAIN _____

IN CASE OF EMERGENCY, NOTIFY: _____

ADDRESS: _____ PHONE: _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENTS OF MY WAGE AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

SIGNED: _____ DATE: _____

APPLICANT – DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

NEATNESS: _____

ABILITY: _____

HIRED: _____ DEPT: _____ POSITION: _____

START DATE: _____ SALARY: _____

APPROVALS:

1 _____ 2 _____ 3 _____

Messiah Lutheran Church
905 NW 94th Street
Vancouver WA 98665-6842
Tel:360-574-7081 Fax: 360-571-7779

Authorization to Check Work History and Release of Prior Employers

I authorize Messiah Lutheran Church to check my references and investigate any information provided in my Application for Employment.

I further authorize my past employers or anyone with information about my work history, education, or qualifications, to provide such information to Messiah Lutheran Church in response to their inquiry.

I agree to hold harmless from any liability (suit, claim, or other action) anyone supplying such information to Messiah Lutheran Church.

Applicant's Signature

Date

Messiah Lutheran Church

905 NW 94th Street

Vancouver WA 98665-6842

Authorization

Required by The Fair Credit Reporting Act

The Federal Fair Credit Reporting Act, as amended, provides that any consumer reporting agency may furnish a consumer report in accordance with the *written instructions of the consumer to whom it relates*.

In accordance with that provision, the person signing this form as "Applicant" hereby authorizes any person or agency to give, in writing, orally, or in any other form, to Messiah Lutheran Church, or its designated representatives any information gathered or maintained by a consumer reporting agency bearing on the Applicant's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the Applicant's eligibility for credit, employment, or any other purpose authorized under Section 604 of the Act.

Further, the Applicant understands that Messiah Lutheran Church may, as part of its normal procedure, request that an investigative consumer credit report be made whereby information on the Applicant's character, general reputation, personal characteristics or mode of living is obtained through personal interviews with business associates, employers, friends, neighbors and others with whom the applicant may be acquainted or who may have knowledge concerning any such items of information. The Applicant authorizes the individual or agency conducting the investigation to give, in writing, orally, or any other form, to Messiah Lutheran Church or its designated representatives any information gathered or obtained during this investigation pertaining to Applicant's production, persistency, commissions, earnings, estimated future earnings, commission advance loans, and debts, including, but not limited to, any indebtedness that may have been charged to the Applicant's manager or agency, or which may have been written off.

The Applicant authorizes Messiah Lutheran Church or its designated representatives to use the reports furnished in accordance with this authorization in any deliberations which it or they may undertake to determine whether or not Messiah Lutheran Church will make an offer of a contract to the Applicant.

Applicant's Printed Name

Applicant's Signature

Date

Messiah Lutheran Church

905 NW 94th Street

Vancouver WA 98665-6842

Applicant Disclosure, Pursuant to RCW 43.43.834

Child and Adult Abuse Information Act

Answer **Yes** or **No** to each listed item. If the answer is **Yes** to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against children or other persons as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution?

Answer _____ If **Yes**, explain below:

2. Have you ever been convicted of crimes relating to the financial exploitation if the victim was a vulnerable adult, as follows: First, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery?

Answer _____ If **Yes**, explain below:

3. Have you ever been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor, or to have physically abused any minor?

Answer _____ If **Yes**, explain below:

Applicant's Signature

Date

Messiah Lutheran Church

905 NW 94th Street

Vancouver WA 98665-6842

Tel: 360-574-7081 Fax: 360-571-7779

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of Messiah Lutheran Church, and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either Messiah Lutheran Church or myself.

I further understand that no representative of Messiah Lutheran Church, other than an executive officer or the senior pastor(s), has any authority to enter into any agreement with me for employment for any specified period of time, or to make any agreement different from, or contrary to, the foregoing.

I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals designated above.

Signature _____ Date _____