

Grace Church
9301 Eden Prairie Rd
Eden Prairie, Minnesota 55347
952-926-1884

Administrative Staff Application

I. Biographical Information

Position applied for:	Status: Full-time [<input type="checkbox"/>] Part-time [<input type="checkbox"/>]
Date available:	

Name	
Street Address	
City, State, Zip	Telephone ()
Have you been previously employed at Grace Church of Minnesota? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	

II. Educational Record

Type of School	Name and Location	Years Attended	Year Graduated	Degree Earned	Major Field
High School					
Trade or Business					
College/ University					
Graduate Education					

Fields of Study	Major Field	Minor Field	Scholastic Honors
Undergraduate:			
Graduate:			

III. Employment Record

Names, addresses and phone numbers of past three places of ministry or employment, listing the most recent first.	Dates From To	Full or part time	Title and summary of duties and responsibilities	Beginning and ending annual salary	Reason for leaving	Supervisor you reported to

Have you been discharged or asked to resign from any position? Yes _____ No _____ If yes, please explain:

If presently employed, may we contact your supervisor for a reference? Yes _____ No _____

IV. Personal/Professional References

Please list references who are familiar with your work experience and professional qualifications and whom we have your permission to contact:

Name	Relationship
Address	Telephone
City, State, Zip	
Name	Relationship
Address	Telephone
City, State, Zip	
Name	Relationship
Address	Telephone
City, State, Zip	

V. Church and Community Involvement

Present church membership (Name, Location, Denomination):	How long?
List other churches that you have regularly attended:	
Community or civic activities:	
Skills or training you have that relates to this position, please include dates of completion or skill level:	

VI. Personal Testimony

Summarize your personal testimony of salvation through Jesus Christ. Please give some detail.
What do you consider the most significant events in your Christian life?
Why are you interested in this position?

VII. Personal Evaluation

What do you consider to be your strengths?

What do you consider to be your weaknesses?

VIII. Grace Church Beliefs and Goals

Please read the *Statement of Faith* (<http://www.grace.church/grace-church-statement-faith>) and “*What We Believe*” (<http://www.grace.church/beliefs-values> or ask for a hard copy to be provided to you) and respond to the following question:

- _____ The *Statement Of Faith* represents my own doctrinal positions.
- _____ The *Statement Of Faith* does not represent my own doctrinal positions.
- _____ I have question about the *Statement Of Faith* described as follows:

IX. Child Support Disclosure

Do you have a court order requiring child support and/or spousal maintenance to be withheld from your income?

Yes [] No []

Do you have a court order requiring medical support payments to be withheld from your income?

Yes [] No []

Do you have a court order requiring you to provide you to provide health and/or dental insurance coverage for dependents?

Yes [] No []

X. Child Abuse Disclosure

Have you been rightly or wrongly accused of child abuse? Yes [] No []

Have you been rightly or wrongly accused of sexual misconduct? Yes [] No []

Declaration

I hereby declare that the information provided by me in this *Staff Application* is true, correct and complete to the best of my knowledge. I understand if I am extended an offer of employment at Grace Church, any misrepresentation of fact may be considered cause for dismissal.

I understand that serving on the Staff of Grace Church is an *employment-at-will* agreement and that this application is not, and is not intended to be, a contract of employment, and that the relationship may be terminated in keeping with the *employment-at-will* laws of Minnesota.

If extended an offer of employment, I understand that I must provide proof of the legal right to work in the United States, as required by law.

If extended an offer of employment, I understand that additional information may be required (date of birth, etc.) and I will provide that information upon request.

Signed _____ Date _____