

Grace Commons Church

1820 15th Street Boulder, CO 80302
Office: 303.402.6400 Fax: 303.402.6390



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION					
Last Name		First		Today's Date	
Current Street Address				Apt/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Are you a citizen of the United States?	YES	NO	If no, are you authorized to work in the U.S.? (Employment is contingent upon satisfactory proof of eligibility to work in the United States)	YES	NO

POSITION INFORMATION
Position Desired:
How did you hear about this position?
What special skills, training, or experience do you have that makes you uniquely qualified for this position?
Are you aware of anything that might prevent you from performing the general requirements of the position(s) applied for as described in the job description? YES NO If yes, please explain.
What appeals to you most about this position?
What will you find the most challenging about this position?
Why do you want to work at a church, and at Grace Commons in particular?
What might be challenging about working at Grace Commons?
Explain the role your faith will play in your work at Grace Commons.
Do you have a valid driver's license? YES NO Driver's License Number: Have you had your driver's license suspended or revoked in the last three years? If yes, please explain.

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Education: Please list highest education level completed.

EMPLOYMENT EXPERIENCE

Please list, starting with your most recent employment, self-employment, military service, and volunteer work highlights for the previous **five** years.

Dates of Employment	From	To	Full-Time Part-Time
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Name of Employer

List the position, responsibilities, and contributions that you provided during your employment.

Please tell us the reason for leaving this position.

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PROFESSIONAL REFERENCES			
Name of Individual	Capacity in which you know this person	Email	Phone Number

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NAME:			
NAME:			

CHARACTER REFERENCE (Not a relative)				
Name of Individual	Years Known	How Known	Email	Phone Number
NAME:				

APPLICANT'S DECLARATION
I certify that my answers are true and complete to the best of my knowledge. I also agree that a fax, photocopy or scan of this authorization with my signature should have the same authority as the original. I understand that the submission of any false or incomplete information in connection with my application, whether on this form or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time.
PRINT NAME
SIGNATURE
DATE

APPLICANT'S AUTHORIZATION AND RELEASE
In connection with my application for employment with Grace Commons Church, I understand that all offers of employment are contingent upon the successful completion of a background check. I understand that this background check may involve requesting information from various federal, state, and other agencies, including information in the public domain, that maintain records concerning my past activities related to my driving, credit, criminal, education and other experiences.
By my signature below, I authorize Grace Commons Church to complete this background check should I be extended an offer of employment.
By my signature below, I also acknowledge my understanding that, should I be offered a position with Grace Commons Church, the church follows the doctrine of "employment at will."
PRINT NAME
SIGNATURE
DATE