

# Sugar Grove Church

## Application for Employment

All questions must be filled-out completely.

Return Applications to:

Please type your personal testimony as a single-page document & include it with this application upon submission.

Sugar Grove Church  
58512 Old CR 17  
Goshen, IN 46528

574-875-5622  
sugargrovechurch.com

### Applicant Information

LAST NAME		FIRST NAME		ARE YOU 18 OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
STREET ADDRESS					
CITY	STATE	ZIP CODE	EMAIL		
HOME PHONE		CELL PHONE			
POSITION APPLYING FOR		SALARY DESIRED	DATE YOU CAN START	CURRENTLY EMPLOYED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN CONVICTED OF A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, PLEASE EXPLAIN:			
HAVE YOU EVER FILED FOR BANKRUPTCY? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHAT DATE:		PLEASE EXPLAIN REASON:	

### Church Background *(please attach personal testimony to application; see instructions above)*

HAVE YOU ACCEPTED JESUS CHRIST AS YOUR PERSONAL LORD AND SAVIOR? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, WHAT YEAR?	
CURRENT CHURCH YOU ATTEND	# OF YEARS ATTENDED	PASTOR'S NAME	
LIST OF MINISTRIES YOU HAVE BEEN INVOLVED IN			

### Ministerial Background *(complete this section if you are applying for a pastoral position)*

ARE YOU AN ORDAINED OR LICENSED MINISTER? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, DATE OF ORDINATION:	DATE OF EXPIRATION:
NAME OF CHURCH GRANTING LICENSE/ORDINATION		DENOMINATION	

### Educational Background

HIGH SCHOOL YOU ATTENDED	CITY/STATE	YEARS ATTENDED
DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE RECEIVED	
COLLEGE/TRADE/GRAD SCHOOL YOU ATTENDED	CITY/STATE	YEARS ATTENDED
DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE RECEIVED	
COLLEGE/TRADE/GRAD SCHOOL YOU ATTENDED	CITY/STATE	YEARS ATTENDED
DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE RECEIVED	
COLLEGE/TRADE/GRAD SCHOOL YOU ATTENDED	CITY/STATE	YEARS ATTENDED
DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE RECEIVED	

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**Skills & Qualifications** *(mark all that apply)*

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**Office Related Skills**

<input type="checkbox"/> OFFICE PAPER FILING	<input type="checkbox"/> DATA ENTRY	<input type="checkbox"/> MULTI-LINE PHONE	<input type="checkbox"/> 10 KEY	<input type="checkbox"/> TYPING _____WPM
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**Facility Related Skills**

<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> PAINTING	<input type="checkbox"/> CARPENTRY	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> HANDYMAN SKILLS (LIST DETAILS BELOW)
<input type="checkbox"/> OTHER (OR IF YOU MARKED HANDYMAN SKILLS, PLEASE LIST DETAILS)				

**Computer Application Skills** *(please indicate proficiency)*

<input type="checkbox"/> MICROSOFT WORD	<input type="checkbox"/> SOME/BEGINNER	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> ADVANCED
<input type="checkbox"/> MICROSOFT EXCEL	<input type="checkbox"/> SOME/BEGINNER	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> ADVANCED
<input type="checkbox"/> MICROSOFT POWERPOINT	<input type="checkbox"/> SOME/BEGINNER	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> ADVANCED
<input type="checkbox"/> MICROSOFT PUBLISHER/ADOBE INDESIGN	<input type="checkbox"/> SOME/BEGINNER	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> ADVANCED
<input type="checkbox"/> MICROSOFT OUTLOOK	<input type="checkbox"/> SOME/BEGINNER	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> ADVANCED
<input type="checkbox"/> ADOBE PHOTOSHOP/ILLUSTRATOR	<input type="checkbox"/> SOME/BEGINNER	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> ADVANCED
<input type="checkbox"/> ADOBE AFTER EFFECTS/FINAL CUT PRO	<input type="checkbox"/> SOME/BEGINNER	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> ADVANCED
<input type="checkbox"/> INTERNET/WORDPRESS/FTP/WEB RELATED SKILLS	<input type="checkbox"/> SOME/BEGINNER	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> ADVANCED

**Employment History** *(please list in order or most recent to oldest)*

EMPLOYER NAME	CITY/STATE		POSITION HELD
PHONE NUMBER	SUPERVISOR'S NAME		SUPERVISOR'S POSITION
DATES OF EMPLOYMENT (mm/dd/yyyy - mm/dd/yyyy)	STARTING PAY	ENDING PAY	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LIST JOB RESPONSIBILITIES			

REASON FOR LEAVING

EMPLOYER NAME	CITY/STATE		POSITION HELD
PHONE NUMBER	SUPERVISOR'S NAME		SUPERVISOR'S POSITION
DATES OF EMPLOYMENT (mm/dd/yyyy - mm/dd/yyyy)	STARTING PAY	ENDING PAY	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LIST JOB RESPONSIBILITIES			

REASON FOR LEAVING

EMPLOYER NAME	CITY/STATE		POSITION HELD
PHONE NUMBER	SUPERVISOR'S NAME		SUPERVISOR'S POSITION
DATES OF EMPLOYMENT (mm/dd/yyyy - mm/dd/yyyy)	STARTING PAY	ENDING PAY	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LIST JOB RESPONSIBILITIES			

REASON FOR LEAVING

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**Work References** *(please list two individuals—not related to you—whom you have known for at least one year)*

CONTACT'S NAME	CONTACT'S EMPLOYER	CONTACT'S JOB TITLE
CONTACT'S PHONE NUMBER	YOUR RELATIONSHIP TO CONTACT	
CONTACT'S NAME	CONTACT'S EMPLOYER	CONTACT'S JOB TITLE
CONTACT'S PHONE NUMBER	YOUR RELATIONSHIP TO CONTACT	

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**Church References** *(please list two individuals—not related to you—whom you have known for at least one year)*

CONTACT'S NAME	RELATED MINISTRY	# OF YEARS ACQUAINTED
CONTACT'S PHONE NUMBER	YOUR RELATIONSHIP TO CONTACT	
CONTACT'S NAME	RELATED MINISTRY	# OF YEARS ACQUAINTED
CONTACT'S PHONE NUMBER	YOUR RELATIONSHIP TO CONTACT	

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**Personal References** *(please list two individuals—not related to you—whom you have known for at least one year)*

CONTACT'S NAME	# OF YEARS ACQUAINTED
CONTACT'S PHONE NUMBER	YOUR RELATIONSHIP TO CONTACT
CONTACT'S NAME	# OF YEARS ACQUAINTED
CONTACT'S PHONE NUMBER	YOUR RELATIONSHIP TO CONTACT

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**Standards of Conduct**

Both as a Christian and as a Sugar Grove Church employee, you represent the Kingdom of God in all of your words and actions, whether at Sugar Grove Church or outside of Sugar Grove Church. For these reasons, we ask that you make a commitment to live a life that exemplifies the high standards of Godly living expected of a follower of Jesus Christ.

This means you will maintain and develop a strong relationship with Jesus through daily prayer and Bible reading, and maintain a heart to obey and please God in every area of your life; conduct your personal and professional affairs with integrity, avoiding illegal, immoral or unethical acts; avoid the appearance of evil and not engage in any practices that cause a reproach on the name of Jesus or cause someone to stumble; continue to grow in the fruit of the Spirit as set forth in Galatians 5:22-25, including love, joy, peace, patience, kindness, goodness, gentleness, and self-control.

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**Authorization**

I certify that all statements made herein and on the enclosed resume (if applicable) are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application. I understand that any employment is conditioned on a background check.

I HAVE READ, UNDERSTAND, AND AGREE TO THE STANDARDS OF CONDUCT AND AUTHORIZATION SECTIONS.

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NAME (PLEASE PRINT)	SIGNATURE
DATE	

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