



Employment Application

We appreciate your interest in employment at Gateway. Please fill out this application and return it to our front office or email it to hr@gatewaycf.com. We will review your application, and if there is an opening for which you qualify, we may contact you to discuss further opportunities. You may use additional paper as necessary to answer all questions.

A. Applicant Name and Information

Name: _____ Date: _____

Position Applying for: _____

☐ Full-Time ☐ Part-Time Weekly number of hours desired: _____

Describe Availability (Days/Hours): _____

Do you have any other current employment or other obligations that would prevent you from starting immediately? ☐ Yes ☐ No

If "Yes", please describe the place of employment and nature of the obligation:

When would you be available to start? _____

Birthdate: ____/____/____ Home Phone: (____) _____ Mobile Phone: (____) _____

Best time to contact you: _____ (am/pm, days of week, weekend, etc.)

Current Address: _____

City: _____ State: _____ Zip Code: _____

How long have you lived at the above address? _____

If less than five years, please list all other addresses, up to 5 years back:

If hired, would you have a reliable means of transportation to and from work? ☐ Yes ☐ No



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Do you have any friends or relatives who work here? ☐Yes ☐No (If yes, please share):

Name, Position

Relationship

Name, Position

Relationship

Describe why you believe you would be a good fit for this position:

Are you able to perform the essential functions of the job for which you are applying? ☐Yes ☐No

List any physical or other limitations: _____

Some of those with whom we communicate might not speak English. Do you speak, write or understand any foreign language(s)? ☐Yes ☐No If yes, which language(s)? _____

B. Christian Beliefs and Background

Do you believe that the Bible is the written Word of God, and the standard to which we, as Christians should hold ourselves accountable? ☐Yes ☐No

If not, please explain:

Please write a short paragraph sharing how you came to faith in Christ: _____



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Are you an active participant in Church life? ☐ Yes ☐ No

If yes, what church and approximately how long have you been attending?

What ministries or church-related events are you currently involved in?

What other churches have you been a regular part of in the past? _____

What is your attitude toward working with people of different racial, ethnic, or denominational backgrounds? _____

Please carefully read our **Statement of Faith / Beliefs** and indicate your degree of support:

☐ I fully support this statement without any reservations.

☐ I support this statement with some exceptions. (If so, what are they?) _____

☐ I have questions. (If so, what are they?) _____

☐ I do not support this statement. (If so, why?) _____

**C. Education**

| SCHOOL | CITY / STATE | # YEARS COMPLETED | DID YOU GRADUATE? | DEGREE OR DIPLOMA |
|-------------|--------------|-------------------|---|-------------------|
| High School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Vocational | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Grad School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

D. Employment History

Please list below all present and past employment starting with your most recent employer (last 10 years is sufficient). Attach additional pages, if necessary.

| | |
|--|----------------------------|
| Company Name: | Employed From / To: |
| <i>Address:</i> | Phone: |
| <i>City:</i> | Supervisor's Name: |
| <i>State / Zip:</i> | Supervisor's Ext. #: |
| Your Job Title: | |
| Your Duties: | |
| Reason for Leaving: | |
| May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO | |



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(Employment History Continued...)

| | |
|---|-----------------------------|
| Company Name: | Employed From / To: |
| <i>Address:</i> | Phone: |
| <i>City:</i> | Supervisor's Name: |
| <i>State / Zip:</i> | Supervisor's Ext. #: |
| Your Job Title: | |
| Your Duties: | |
| Reason for Leaving: | |
| May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO | |

| | |
|---|-----------------------------|
| Company Name: | Employed From / To: |
| <i>Address:</i> | Phone: |
| <i>City:</i> | Supervisor's Name: |
| <i>State / Zip:</i> | Supervisor's Ext. #: |
| Your Job Title: | |
| Your Duties: | |
| Reason for Leaving: | |
| May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO | |

E. Personal References

Please list three personal references (non-family) that we may contact.

| | |
|--------------------|----------------------------|
| Name: | Address: |
| Phone: | |
| Email: | |
| Occupation: | # Years Acquainted: |
| Name: | Address: |
| Phone: | |
| Email: | |
| Occupation: | # Years Acquainted: |

Please note anything else of relevance that you would like taken into consideration as we review your application for employment and suitability for this position:

[illegible]

**G. Applicant's Certification and Agreement**

I understand that Gateway Christian Fellowship does not discriminate in its employment practices against any person based on race, color, national or ethnic origin, gender, age, religious preference or disability.

I hereby certify that the statements set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may be grounds for immediate dismissal, regardless of the time elapsed before discovery.

I authorize Gateway Christian Fellowship to thoroughly investigate references, work records, evaluations, education and other matters related to my suitability for employment. I authorize references and my former employers to disclose any and all employment records, performance reviews, letters, reports and other applicable information related to my employment, without giving me prior notice of such disclosure.

In addition, I hereby release Gateway Christian Fellowship, 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 personally view any references given to Gateway Christian Fellowship.

Since we operate a childcare center and I will be working in the proximity of children, I understand that I will likely need to submit to a fingerprint check by the FBI and/ or other federal or state authorities. I agree to cooperate in providing whatever is necessary for such an investigative background check process. I also authorize Gateway Christian Fellowship to conduct any necessary criminal records check(s).

I understand that this is only an application for employment and that no employment is being offered at this time, and that Gateway Christian Fellowship is an "at will" employer.

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

Signature of Applicant

Date