



Dear Applicant,

Thank you for expressing interest in working for City Church Ministries, Campus for Kids Learning Center or Abundant Life Christian School. We are currently accepting applications and would appreciate you taking the time to complete the enclosed application and corresponding information.

Enclosed you will find:

- Employment Application
- Standard Release Authorization
- Applicant Disclosure Authorization for Consumer/Investigative Report
- Summary of your Rights

As a part of the process of weighing an applicant's qualifications and determining his or her suitability for open positions, City Church Ministries requires background checks on all applicants for all positions. These checks are conducted by Avert, Inc., a consumer reporting agency. In order to perform the check, applicants are asked to sign a release form authorizing the appropriate background checks. Applicants are also expected to provide references from their former employers as well as educational reference information that can be used to verify academic accomplishments and records.

The background check will include verification of information provided on the application, the applicant's resume or on other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. We will also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application or other documents listed above.

The background check may also include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Upon completion of the employment application, please mail it to the Human Resource Office at City Church Ministries, using the enclosed envelope. We will contact you to arrange an appointment or to speak with you further about our openings. Feel free to call if you have any questions.

Sincerely,

Human Resource Office

Enclosures

APPLICATION FOR EMPLOYMENT

*Abundant Life Christian School
Campus for Kids Learning Center
City Church, Madison*

We consider all applicants for positions without regard to race, color, gender, marital status, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We consider each position a ministry position and will inquire into your personal faith in Christ and into your Christian experience.

GENERAL INFORMATION

Position Applied For: _____ Date of Application: _____

How did you hear about the position? _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip

Soc. Sec.# _____ Home Phone: _____

Driver's Lic. State: _____ Business Phone: _____

Driver's Lic.#: _____ Other Phone: _____

e-mail address: _____

Best time to contact you at home: _____

May we contact you at work? ☐ Yes, work phone number: _____
☐ No

Office Use Only:

Human Resource Office Received Date: _____

Copied to Division Head Date: _____

EMPLOYMENT INFORMATION

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional paper if necessary).

Employer		Dates Employed		Job Responsibilities
Address	Telephone #	From	To	
Starting Job Title / Final Job Title		Hourly Rate or Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate or Salary		
		Final		
May we contact for reference? rYes rNo rLater If "no" please give reason: _____		\$	Per	
Employer		Dates Employed		Job Responsibilities
Address	Telephone #	From	To	
Starting Job Title / Final Job Title		Hourly Rate or Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate or Salary		
		Final		
May we contact for reference? rYes rNo rLater If "no" please give reason: _____		\$	Per	
Employer		Dates Employed		Job Responsibilities
Address	Telephone #	From	To	
Starting Job Title / Final Job Title		Hourly Rate or Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	

Reason for Leaving	Hourly Rate or Salary		
	Final		
May We Contact for Reference? rYes rNo rLater If "no" please give reason: _____	\$	Per	

EMPLOYMENT INFORMATION

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Complete the following information.

Name of School	Number of Years Completed	Degree or Diploma	Dates:		Major
			From	To	
High School: City: State:					
College: City: State:					
College: City: State:					
Graduate: City: State:					

Attach a copy of your College Transcript.

PROFESSIONAL REFERENCES

List name and telephone number of three business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Complete Address	Professional Title	Telephone Number
r Personal r Professional How long have they known you? _____			Home: Work: _____ e-mail: _____
r Personal r Professional How long have they known you? _____			Home: Work: _____ email: _____
rPersonal r Professional How long have they known you? _____			Home: Work: _____ e-mail: _____

CHURCH INFORMATION

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Because we are a Christian organization, we request the following information. Complete this section as thoroughly as possible, making sure the Pastoral Recommendation Form is also completed. The Pastoral Recommendation Form is included as a separate page to this application.

Church you attend on a regular basis: _____

Church Address: _____

Senior Pastor's Name: _____

Church Contact Phone Number: _____

Denomination: _____

If you died today, do you know that you would go to heaven? r Yes r No

Explain:

On what date or at what age did you accept Christ as your Savior? _____

Do you agree with City Church Ministries' "Statement of Faith" (attached)? r Yes r No

Provide a written explanation or testimony about your personal relationship and/or personal life experience knowing Christ as your Savior:

MISCELLANEOUS INFORMATION

Name & relationship of relatives employed by City Church/Abundant Life Christian School/Campus for Kids: _____

Have you ever filed an application with City Church Ministries? r Yes r No

Have you ever been employed by City Church Ministries? r Yes r No

When would you be available for work? _____

Are you available to work: r Full Time r Part Time r Temporary r Year Round r Summer Only

EARLY CHILDHOOD TRAINING CERTIFICATION INFORMATION

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Complete **ONLY** if you are applying for employment at *Campus for Kids Learning Center*.

What child care courses have you completed? _____
(Attach copy of certification documentation)

List courses taken and/or training specific to early childhood: _____
(Attach copy of certification documentation)

List skills, including teaching specialties, computer, musical instruments, etc., that would enhance your work with children: _____

ACADEMIC & OTHER CERTIFICATION INFORMATION

Complete **ONLY** if you are applying for employment as a teacher at *Abundant Life Christian School*.
(Attach a copy of your teaching certificate)

Highest Degree Held (include Major/Minor): _____

Undergraduate Degree Held (include Major/Minor): _____

Academic Honors Received: _____

Type of Teaching Certificate (include grade level and subject areas): _____

Practice Teaching Experience (include subject and location): _____

Critique Teacher's Name: _____

Address: _____

Telephone Number: _____

TEACHING EXPERIENCE INFORMATION

Complete **ONLY** if you are applying for employment as a teacher at *Abundant Life Christian School*.

School	Address	Dates	Subject / Grade Level
Name of School:	City:	From:	
Contact:	State:	To:	
Name of School:	City:	From:	
Contact:	State:	To:	
Name of School:	City:	From:	
Contact:	State:	To:	

List experience that you have had with children other than teaching:

PLACEMENT INFORMATION

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Complete *ONLY* if you are applying for employment as a teacher at *Abundant Life Christian School*.

What grades or subjects are you prepared to teach?

What grades or subjects would you prefer to teach and why?

CHRISTIAN SCHOOL INFORMATION

Complete *ONLY* if you are applying for employment as a teacher at *Abundant Life Christian School*.

Have you had any courses in Christian Philosophy of Education?

☐ Yes

☐ No

When? _____ Where? _____

Have you taken courses providing specific training for Christian schools?

☐ Yes

☐ No

When? _____ Where? _____

Name of Course: _____ Instructor: _____

Please comment on the Lord's leading in your life toward Christian school teaching.

What do you consider to be the distinctive characteristics of the Christian school?

How would your teaching of subject matter in a Christian school differ from your teaching it in a non-Christian school?

The undersigned authorizes City Church Ministries to make any investigation of my employment history and any other information related to my suitability for employment. I authorize any employment reference(s) to disclose to City Church Ministries any information that they may have regarding me. In consideration of the review of this application, I hereby release City Church Ministries from any liability and for any damage which may result from the furnishing and receiving of this information.

The undersigned hereby affirms that all facts and statements set forth by them on this application for employment are complete and true to the best of their knowledge and belief. The undersigned also certifies that they have not knowingly withheld any facts or information which, if disclosed, would unfavorably affect their application. The undersigned understands that falsified or misleading information may be cause for refusal of employment or immediate grounds for dismissal if employed.

Applicant's Signature

Date

Forward the Pastoral Recommendation Form to your Pastor. The Pastor will return the form directly to the address listed below. Your application will be complete upon the receipt of the Pastoral Recommendation Form.

Return Completed Application and Signed Disclosure Forms to:

City Church Ministries
Human Resources Department
4909 East Buckeye Road
Madison, WI 53716
(Envelope is enclosed)

City Church Ministries

Statement of Faith

We Believe:

1. The Bible is the only inspired, infallible, and authoritative Word of God.
2. There is one God, eternally existent in three persons: The Father, Son and Holy Spirit.
3. The deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His personal return in power and in glory.
4. That justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit are absolutely essential for the salvation of lost and sinful man.
5. That the prime agency for the work of God's Kingdom is the local Christian church functioning under the sovereignty of our Lord Jesus Christ. To the church have been entrusted the ordinances of Believer's Baptism and the Lord's Supper.
6. In the present ministry of the Holy Spirit; which includes: the baptism in the Holy Spirit as an experience distinct from regeneration; His indwelling, by which the Christian is enabled to live a godly life; His supernatural gifting and empowering of the church for its work, life and worship.
7. In the return of Jesus Christ to consummate His Kingdom in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.
8. In the spiritual unity of believers in our Lord Jesus Christ.

Employment Application will not be considered complete until this form is received by the Human Resource Office.

Instructions to Applicant:

The following waiver must be signed and dated by the applicant. **Give this form to your pastor**, requesting that they complete the form as soon as possible. Your application will be processed as soon as the Human Resource Office has received this completed form in addition to your employment application.

I, the undersigned, hereby voluntarily give consent to the offering of information on this personal recommendation form, and request that my pastor provides information that they deem necessary and will waive any right to inspect or challenge the content and comments expressed in this Pastoral Recommendation Form.

Signature of Applicant

Date Signed

Print Your Name

Position Applied For**Instructions to Pastor:**

The above named individual is applying for employment at City Church Ministries, Madison, Wisconsin. To properly evaluate his/her application, we would appreciate your answers to the questions listed below. **The comments you submit will be considered confidential. Please return this form directly to City Church, Human Resource Office, 4909 East Buckeye Road, Madison, Wisconsin 53716.**

1. How long have you known this applicant? _____
2. Does applicant attend church on a regular basis? r Yes, how frequently? _____
r No
3. How well acquainted are you with the applicant's spiritual life?

4. To your knowledge, does the applicant have a personal relationship with Jesus Christ? r Yes r No
r Yes r No
5. Is applicant actively involved in church related work or other ministries? r Yes r No
6. Would you recommend this applicant for employment at City Church Ministries? r Yes r No
r Yes r No

Please add any additional comments you feel are necessary: _____

Signature of Pastor

Date Signed

Name of Church

Address

Phone Number

Disclosure to Employment Applicant For Procurement of a Consumer/Investigative Report

In connection with your application for employment at City Church Ministries, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This report is also known as Reference Check. The information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment.

Signature

Today's Date

RELEASE AUTHORIZATION

Applicant Complete the Following

(Return this form with Employment Application)

- I. In connection with my application for employment, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, court record, education, credentials, credit, and references. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.
- II Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
- IV. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by Lexis Nexis, to furnish the information described in Section 1. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

LAST	FIRST	MIDDLE
Other names you have used		
Home Address		
City	State	Zip Code
Social Security Number	Date of Birth	
Drivers License Number	State Issuing License	
Name as it appears on license		
Signature	Today's Date	

The following states require sex and race to obtain information: AL, AR, FL, GA, IA, IL, IN, MI, OR, TX, WI

Sex: ☐Male ☐Female

Race: ☐Asian ☐Black ☐Hispanic ☐White ☐Other

**THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES,
SEPARATELY FROM PERSONNEL RECORDS!**