



**MARYLAND**  
COMMUNITY CHURCH

# Staff Application for Employment

Maryland Community  
Church  
4700 South St. Rd 46  
Terre Haute, IN 47802  
(812) 234-7100

Date : \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Please complete all sections. If you need more space, you may use the other side of these sheets.  
Please be sure to attach any additional sheets directly to this application.

Return to:  
**Human Resources 'Confidential'**  
**Maryland Community Church**  
**4700 South St. Rd 46**

## PERSONAL—Applicant Information

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Have you been convicted of a felony within the last seven years that has not been expunged by a court? Yes No  
(Conviction will not necessarily disqualify you from employment.) (if yes, when \_\_\_\_\_)

Do you have the legal right to work in the United States? Yes No  
(Employment is contingent upon satisfactory proof of ability to work in the United States.)

## PERSONAL—Office Skills

Please list office skills you have: \_\_\_\_\_  
\_\_\_\_\_

Please list word processing systems you have used: \_\_\_\_\_  
\_\_\_\_\_

Please list other skills and qualifications: \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL—Employment Information**

**Please complete even if you are attaching your resume.**

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL—Education/References**

	High School	College/University	Graduate/Professional
School Name & Address			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Study			
Please describe any specialized training, apprenticeships, skills, honors and extracurricular activities.			

How much time are you required to notify your present employer should you desire to make a change? \_\_\_\_\_

What salary range might you expect? (Do not reply "negotiable.") \_\_\_\_\_

List the names, addresses (include email if applicable), and phone number of four reference we might contact. Please include at least one spiritual, one professional, and one personal reference.

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_

## CHRISTIAN EXPERIENCE

Have you been baptized by immersion? \_\_\_\_\_ If so, when? \_\_\_\_\_

How long have you been a Christian? \_\_\_\_\_

Briefly describe how you became a Christian. \_\_\_\_\_

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Are you a member of Maryland Community Church? \_\_\_\_\_ If so, when? \_\_\_\_\_

Briefly describe your previous church background and activities in which you were involved.

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What does your present involvement in church include? \_\_\_\_\_

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*I hereby certify that the information contained in this application and any attachments is true to the best of my knowledge and agree to have any of the statements checked by Maryland Community Church unless I have indicated to the contrary. I authorize the references listed above to provide Maryland Community Church any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties from all liability for any damage that may result from use of such information by Maryland Community Church. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.*

Applicant's signature \_\_\_\_\_

Date: \_\_\_\_\_



## Pre-Employment Inquiry Release

In connection with, and duration of my employment (including contract for services) with you, I understand that investigative background inquiries may be made on myself including consumer, criminal, driving, social media and other reports. These reports will include information as to my character, work habits, performance, and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, social media, credit, civil and other experiences as well as claims involving me in the files of insurance companies.

I authorize, without reservation, any party or agency contacted by this employer to furnish the above mentioned information:

Print full name: \_\_\_\_\_

Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of birth\* \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Prospective Employer: *Maryland Community Church*

*\*Date of Birth is being requested in order to obtain accurate retrieval of records.*