



APPLICATION FOR EMPLOYMENT
 2384 New Holland Pike
 Lancaster, PA 17601
 717.656.4271 • www.worshipcenter.org

The Worship Center provides equal employment opportunities without regard to race, color, gender, national origin, disability, military service, or citizenship. Applicants requiring reasonable accommodation for the application and/or interview process should notify the WC Receptionist. Criminal Background Checks are required for certain positions and may affect selection decisions.

STANDARD OF CONDUCT

WC is not a typical employer. We have a stewardship responsibility for those we serve, for those who worship here, and to God. We believe that the spiritual condition and personal conduct of employees, regardless of position, is vital in carrying out this responsibility. If there is something in your life that you know violates God's standard (such as illegal drug use, dishonesty, lack of financial integrity, or sexual impurity), we ask that you do not apply for employment with WC at this time. We do however welcome the opportunity to help you overcome the situation you are struggling with, so please call and ask to speak with one of our pastors. WC reserves the right to terminate employment if an employee's personal conduct violates God's standard.

ALL QUESTIONS ON BOTH SIDES MUST BE COMPLETED IN FULL

Full Name (First, Middle, Last) _____

Complete Street Address (Street, Number) _____

PO Box _____ Apt # _____ Town _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell _____

Social Security # _____ Email Address _____

Position Applying For _____ Date Available To Begin _____

Status/Shift (check your availability): Full Time ____ Part Time ____ Day ____ Evening ____ Weekends ____

Have you been previously employed by our organization? ____ When? _____ Position _____

How were you made aware of employment opportunities at the Worship Center? _____

Do you attend WC? Yes ____ No ____ If no, where do you attend? _____

EDUCATIONAL HISTORY

LEVEL	NAME	LOCATION	YRS COMPLETED	COURSE OF STUDY	DEGREE
High School					
College					
Graduate					
Technical					

Summarize Other Skills, Qualifications and Job-Related Training: _____

EMPLOYMENT HISTORY List current or last employer first, including Military Service. Do not skip any employers, even if you only worked for them a short time. Provide at least 10 years of employment history, using a separate piece of paper if necessary.

Employer	Telephone ()
Address	Employment Dates
Immediate Supervisor & Title	Hourly Rate
Position Held & Job Summary	Reason For Leaving

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REFERENCES Please provide two individuals who are familiar with your personal and spiritual life; preferably a WC member.

Full Name	Length of time known
Home Phone	Work Phone
What is your association with this individual?	Through what organization?

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I hereby authorize the Worship Center to contact, obtain, and verify the information contained in this application from all previous employers, educational institutions, and references, and to obtain any other information which WC in it's discretion considers relevant. I also hereby release from liability WC and it's representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application, or immediate termination if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time may result in immediate termination of employment.

I represent that I have read and understand the foregoing, and that I seek employment under these conditions. Intending to be legally bound, I have signed below.

Applicant's Signature _____ **Date** _____

Office Use Only – To be completed by department manager upon acceptance of offer and forwarded to Finance

Manager's Name		Department
Hire Date	Position	Hourly Rate/Salary
Status (full or part time)	# Hours Per Week	Shift