

Church of the Nazarene

1871 Boyers Road 🞟 Rockingham 🞟 VA 🞟 22801

**Employment Application**

An extremely important aspect of all staff positions is the spiritual character and integrity of the individual who serves in the position. The individual should demonstrate appropriate skills as required by the position, possess conduct that is honest, trustworthy and ethical, and exhibit these qualities in everyday life. If hired, the individual acknowledges the responsibility to act in the best interest of Church of the Nazarene at all times and is expected to conduct his/her private and public life in a manner which will not reflect negatively on the church. To do otherwise is to be subject to discipline up to and including termination.

***Please fill out completely.***

Position Applied For: Click or tap here to enter text. Date: Click or tap here to enter text.

[ ]  Full-Time [ ]  Part-Time [ ]  Temporary

Full Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Are you legally eligible for employment in this country? [ ]  Yes [ ]  No

*Note: If you are hired, you will be required to produce documents proving your eligibility in order to complete a Form I-9.*

Employment History

Please complete all the following history even if you do not think the questions relate to the position you are applying for.

Present/Last Employer: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. May we contact your current employer? [ ]  Yes [ ]  No

Dates of employment: From Click or tap here to enter text. to Click or tap here to enter text.

Position or Title: Click or tap here to enter text.

Supervisor’s Name & Title: Click or tap here to enter text.

Supervisor’s Email Address: Click or tap here to enter text.

Starting Salary: Click or tap here to enter text. Ending Salary: Click or tap here to enter text.

Describe job duties, responsibilities and important accomplishments: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Previous Employer: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. May we contact your previous employer? [ ]  Yes [ ]  No

Dates of employment: From Click or tap here to enter text. to Click or tap here to enter text.

Position or Title: Click or tap here to enter text.

Supervisor’s Name & Title: Click or tap here to enter text.

Supervisor’s Email Address: Click or tap here to enter text.

Starting Salary: Click or tap here to enter text. Ending Salary: Click or tap here to enter text.

Describe job duties, responsibilities and important accomplishments: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Previous Employer: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. May we contact your previous employer? [ ]  Yes [ ]  No

Dates of employment: From Click or tap here to enter text. to Click or tap here to enter text.

Position or Title: Click or tap here to enter text.

Supervisor’s Name & Title: Click or tap here to enter text.

Supervisor’s Email Address: Click or tap here to enter text.

Starting Salary: Click or tap here to enter text. Ending Salary: Click or tap here to enter text.

Describe job duties, responsibilities and important accomplishments: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Educational Background

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | City | Dates Attended | Degree |
| High School | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| College | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Graduate School | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

List any special skills, training or knowledge you have that you would like considered for this position.

References

(Must be 18 years or older, not a relative or your most recent supervisor)

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

In the past 7 years, have you been convicted of a crime, other than a misdemeanor/or traffic violation? [ ]  Yes [ ] No

If yes, please explain: Click or tap here to enter text.

General Information

Why are you interested in being employed by Church of the Nazarene? Click or tap here to enter text.

Please share a brief testimony about your personal relationship with Jesus Christ. Click or tap here to enter text.

The information provided by me on this application and any attachments are, to the best of my knowledge and belief, true and correct and I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from employment upon discovery thereof. I authorize any references or organizations listed in this application or with knowledge of my employment history and performance, whether listed here or not, to provide you with any information they may have regarding my character and fitness for employment at COTN. I authorize COTN and their respective agents to solicit background information relative to my criminal history. Should my application be accepted, I agree to adhere to all policies of the church.

Name (print): Click or tap here to enter text. Electronic Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.