

# First Assembly of God

## Application for Employment

We appreciate your interest in serving at First Assembly. To help us understand your background, work experience and educational history, we ask you to complete this application as accurately and comprehensively as possible. It will assist us in considering you for a position that best utilizes your strengths and meets our ministry needs. Information contained within this application will remain confidential and will be disclosed only to those individuals necessary, in order to carry out their responsibilities for First Assembly, or as required by law. You may forward your completed application, along with your resume, by email to [pat@lovethischurch.com](mailto:pat@lovethischurch.com) or mail them to Human Resources, First Assembly, 3233 Blairs Ferry Rd, Cedar Rapids, IA 52402.

### ABOUT YOU

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

Address: \_\_\_\_\_  
Street Address
City
State
Zip Code

Home phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Salary Expectations: \_\_\_\_\_

Full Time
  Part Time
  Temporary
  Intern

When are you available for employment? \_\_\_\_\_

Are you authorized to work in the United States?  Yes  No

If yes, please state grounds (for example: US citizen, legal resident, employment authorization card, etc.):

**If you are under 18 years old, please complete the following information:**

Name of the school you currently attend: \_\_\_\_\_ Grade: \_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian that can be contacted: \_\_\_\_\_

### EDUCATION AND TRAINING

Type of School	Name of School City/State	Area of Concentration or Major/Minor	Diploma/ Degree	Years Completed
High School				
Vocational School				
College				
Graduate				
Other				

List any school activities, offices, or honors received that may be pertinent to the position for which you are applying:

List any professional certifications, licensures, etc:

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## WORK EXPERIENCE

*Please begin with present or most recent employment. List all jobs including part-time employment, self-employment, and military. Complete this section even if you attach a resume. Account for all periods of employment/unemployment. If you need more space, please attach a separate page.*

### **Most Recent**

Employer: \_\_\_\_\_

Address (City and State): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Most Recent Position Held: \_\_\_\_\_

Employment Dates: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ May we contact them?  Yes  No

Reason for Seeking Other Employment: \_\_\_\_\_

Description of Primary Responsibilities:

Employer: \_\_\_\_\_

Address (City and State): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Most Recent Position Held: \_\_\_\_\_

Employment Dates: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ May we contact them?  Yes  No

Reason for Seeking Other Employment: \_\_\_\_\_

Description of Primary Responsibilities:

Employer: \_\_\_\_\_

Address (City and State): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Most Recent Position Held: \_\_\_\_\_

Employment Dates: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ May we contact them?  Yes  No

Reason for Seeking Other Employment: \_\_\_\_\_

Description of Primary Responsibilities:

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**ADDITIONAL SKILLS**

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Please list any computer software that you are proficient in:

Please list any special skills you possess:

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**SPIRITUAL BACKGROUND**

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1. Have you committed to trust and follow Jesus Christ as your personal Lord and Savior?

Yes       No       Not sure

If yes, since when? \_\_\_\_\_

If no or not sure, please go to question 3.

2. Please share with us how you came to the decision to make Christ your Lord and Savior.

3. Do you regularly attend First Assembly's weekend service?  Yes  No

If yes, since when? \_\_\_\_\_

If no, please go to question 5.

4. Do you regularly attend a Small Group at First Assembly?  Yes  No

If yes, which one? \_\_\_\_\_ Small group leader: \_\_\_\_\_

5. If you do not currently attend First Assembly, which church do you attend?

Church Name: \_\_\_\_\_ City: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

6. Please describe any current or previous volunteer ministry experience at First Assembly or your previous church.  
(Prior volunteer experience is not a prerequisite to employment at First Assembly).



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## PERSONAL INFORMATION

*Please know that this information will remain confidential and will be considered in light of the life-changing and healing power of Jesus Christ. An answer of "yes" on any question will not automatically disqualify you from employment. We desire to be as informed as possible about each applicant and understand how God has worked in your personal life. If you need more space, please attach a separate page.*

1. First Assembly has a policy against employees using drugs, abusing prescription medication and/or alcohol, and exposing themselves to all forms of pornography. Do you have any habits or tendencies that will undermine your ability to follow this policy?  
 Yes  No
2. Are there any circumstances or patterns in your life which would make it inappropriate for you to work at First Assembly or which would compromise the integrity of First Assembly?  
 Yes  No
3. Have you been convicted of or pleaded no contest to a felony within the last five years?  
 Yes  No

If you answered yes to any of the personal information questions, please explain (If yes to #3 describe the crime, nature of the crime, when and where convicted and disposition of the case):

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## APPLICANT'S STATEMENTS

By signing below, I am verifying the following:

1. I agree and fully support First Assembly's Staff Expectations & Statement of Doctrine while employed at First Assembly.
2. The information contained in this application is true and correct to the best of my knowledge and I have not omitted any facts, which may reflect unfavorably on First Assembly's decision to hire me. I give permission, if necessary, for First Assembly to contact any references (including church leadership). I authorize the release of the information contained in this application to any ministry at First Assembly in which I seek a position. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.
3. If hired, I understand that employment is for no definite time period. Either I or First Assembly may terminate employment, at any time, with or without notice and with or without cause.
4. If hired, I understand that I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

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

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If applicant is a minor)

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## REFERENCES

Please include at least two references – not related to you. Include their name, phone number, email address and how you know them.