

**EMPLOYMENT APPLICATION
FIRST PRESBYTERIAN CHURCH
Ministry & Program Staff**

320 Date Street, San Diego, CA 92101, (619)232-7513, office@fpcsd.org, Church website: www.fpcsd.org

All portions of the application must be completed in order to be considered for an interview.
Please submit this application with a resume in Word or PDF format.

POSITION(S) APPLIED FOR: _____ Today's Date: _____

How did you hear about our job opening? _____

Personal Information

Name (Last, First, MI)

Present street address

City, State, Zip

Home phone number

Work phone number

Cell phone number

E-mail address

All employees must submit a background check; a separate form will be provided when appropriate.

Education:

High School:
(Name)

Location:
(City & State)

College or University (Name)	Graduate?	Location (City & State)	Degree and Major
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You need not duplicate information included in resume. Résumé attached

1	Employer	Current? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date	End Date	Principal duties of final position
	Address				
	City, State, Zip				2.
	Phone number & Fax number				3.
	Supervisor	E-mail address of supervisor			4.
	Job Position				May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason(s) for leaving (or wanting to leave if currently employed)				
	What was a significant achievement in this position?				

2	Employer	Start Date	End Date	Principal duties of final position
	Address			1.
	City, State, Zip			2.
	Phone number & Fax number			3.
	Supervisor	E-mail address of supervisor		4.
	Job Position			May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason(s) for leaving (or wanting to leave if currently employed)			
	What was a significant achievement in this position?			

3	Employer	Start Date	End Date	Principal duties of final position
	Address			1.
	City, State, Zip			2.
	Phone number & Fax number			3.
	Supervisor	E-mail address of supervisor		4.
	Job Position			May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason(s) for leaving (or wanting to leave if currently employed)			
	What was a significant achievement in this position?			

Personal References:

List three persons not your current supervisor or related to you and who have knowledge of your work experience in the past 5 years and qualifications for the position for which you are applying.

Full Name		Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance
Full Name		Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance
Full Name		Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance

Additional Information

Please list any additional activities and/or experience that qualify you for this position. This could include professional training, association memberships or civic activities and offices held.

Additional Space (*Additional space provided to expand on any points or questions asked in this application*)

Personal Philosophy:

Please answer in a brief paragraph each of the questions below. You may submit a separate document including your response to these questions.

1. Why do you wish work in a Christian church?
2. What is your leadership style?
3. Give a description of your personal spiritual journey and faith statement.
4. How do you express your faith in your current work and life circumstance?

Christian Background:

FIRST PRESBYTERIAN CHURCH STATEMENT OF FAITH

We believe the Bible to be the only inspired Word of God, our final authority in matters of faith, conduct and truth. We believe Jesus is an unchanging model for our character and that daily we must choose right from wrong. We believe we are sinners in need of Christ's forgiveness. We believe Jesus asks us to love others and forgive them for the wrong things they do to us. We believe that God, Jesus and the Holy Spirit are One. We believe God so loved the world that He gave His only Son, Jesus, and whoever trusts in Him will have life that lasts forever.

1. Please read this Statement of Faith and indicate below your degree of support.

- I support the Statement of Faith.
 I support the Statement of Faith except for the following: _____
 I do not support the Statement of Faith.

2. What church do you currently attend? name: _____ city: _____ state: _____

Are you active in this church? Yes No

3. In what church activities are you involved? _____

APPLICANT'S CERTIFICATION AND AGREEMENT: (By entering your initials in each of the boxes below, you have certified that you have carefully read and understand each of the statements. All references to "FPC" below are to the First Presbyterian Church of San Diego, California.)

_____ I understand that FPC is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit and that FPC will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the church.

_____ I understand that if I am offered a job with FPC, I may be asked to provide a medical examination to ensure that I am able to perform the essential functions of this position. The purpose of this inquiry is to determine whether I currently have the physical or mental qualifications necessary to perform the job that has been offered. This information will be kept confidential in a separate medical file, apart from my personnel file.

_____ I understand that any offer of employment is conditional on the proof of legal authority to work in the U.S.

_____ I am aware that the Penal Code Section 11166 requires medical practitioners, teacher, other education personnel, and other persons working with children to report any known or suspected instances of child abuse to a child protective agency as soon as possible.

_____ I understand and agree that if I am employed, my employment will be "at-will," which means that the FPC may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, FPC will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary, is hereby superseded and that no promise or representation contrary to the foregoing is binding on the FPC unless made in writing and signed by the Chair of the Session Personnel Committee.

_____ I authorize FPC to investigate all statements in this application for employment as may be necessary in arriving at an employment decision. I understand that I may be requested to submit proof of qualifications at a later date. If upon checking these FPC determines that I don't meet the specific requirements, I understand that I will be disqualified. In order that FPC may verify the accuracy of the information contained in my applications, I hereby authorize any former or current employer (unless current employer excluded above), its employees or representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment and job performance, education or training, disciplinary records, driving record, and criminal history to FPC and any of its employees, representatives and agents. I authorize the release of this information regardless of any agreement, instruction, or representations that I may previously have made to the contrary. I release FPC, its staff and officers, and any person, organization, or company from liability or damage that may result from furnishing the information requested.

_____ I understand and agree that FPC's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that FPC has agreed to hire me. I understand that FPC is under no obligation to hire me as the result of accepting this completed application.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment.

My answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for rejection of my application or my dismissal from employment.

Digital Signature (with Digital ID)

Date (mm/dd/20yy)

Non-Digital (type name)

Date (mm/dd/20yy)