

For use by all Mitchell Road ministries, including Mitchell Road Christian Academy.

Please print. Each question should be answered fully and accurately. Application questions are not intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your resume and forward all completed documents to: [Employment@mitchellroad.org](mailto:Employment@mitchellroad.org)

Name \_\_\_\_\_ Application Date \_\_\_\_\_  
(last, first, middle initial)

Address \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

### Christian Background and Testimony

Current Church (Name/Location) \_\_\_\_\_

Member?       Attending?      How Long \_\_\_\_\_

In your own handwriting, on a separate page, briefly give your Christian testimony.

Position Desired \_\_\_\_\_ When are you available to start? \_\_\_\_\_

Full Time  12 month  School Schedule      Part Time       Temporary       Summer

Expected Earnings \$ \_\_\_\_\_  Annually       Monthly       Hourly

### Employment Eligibility

Can you provide documents to prove that you are legally eligible for employment in the United States?

Yes       No

### Education

High School – (Name & Location) \_\_\_\_\_ Graduation Date (mm/yy) \_\_\_\_\_

Technical School – Completed? Y or N; Course of study \_\_\_\_\_

University/College (Name & Location) \_\_\_\_\_

Degree \_\_\_\_\_ Graduation Date (mm/yy) \_\_\_\_\_

Post-Grad School (Name & Location) \_\_\_\_\_

Degree \_\_\_\_\_ Graduation Date (mm/yy) \_\_\_\_\_

Please list any other special training, qualifications, skills or applicable experiences on a separate page.

**Employment History** (Please start with your most recent employer)

With your permission, former employers will be contacted for references.

**Job Title** \_\_\_\_\_ **Dates of employment** \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

May we contact your current employer? \_\_\_\_\_ After (date) \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Dates of employment** \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

May we contact your past employer? \_\_\_\_\_ After (date) \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Dates of employment** \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

May we contact your past employer? \_\_\_\_\_ After (date) \_\_\_\_\_

## References

Please list four personal or professional references (not relatives) who are qualified to speak about your personal life, Christian life, professional training and experiences.

Full Name \_\_\_\_\_ Relationship **Current Pastor**

Church Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Website \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

***Candidates who are selected to continue in the interview process will be required to provide the following:***

1. I-9 Employment Eligibility Verification (Dept. of Homeland Security). Please bring personal identification forms with you to the initial interview; select from List A or List B

**List A – U.S. Passport**

/or/

**List B – A photo ID (Driver's License or U.S. Military ID card)**

/and/

Either Social Security card or Birth Certificate

2. Background Screening – Disclosure & Consent Form
3. Statement of Faith

## Employment Applicant Release and Signature

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge.

I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I, \_\_\_\_\_, authorize a Mitchell Road representative to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the ministry to thoroughly investigate my records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the ministry any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the ministry, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references.

I authorize the ministry to conduct criminal records check, which may include fingerprinting if working with children or if unsupervised access to children. I understand and agree that any offer of employment that I may receive from the ministry is conditioned upon the receipt of background information, including criminal background information. The ministry may refuse employment or terminate conditional employment if the ministry deems any background information unfavorable or that it could reflect adversely on the ministry or on me as a Christian role model.

I agree to be bound by the PCA **Book of Church Order** (go to <http://www.pcanet.org/beliefs/>) and the policies of Mitchell Road Presbyterian Church and subject to the authority of its Session, and to refrain from unbiblical conduct in the performance of my services on behalf of the ministry.

I understand that this application for employment is valid for no more than 90 days. After that, I must resubmit an application in order to be considered for ministry positions.

I understand that this is an application for at-will employment, employment is not being offered at this time.

I certify that I have carefully read and do understand the above statements.

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

Print Name \_\_\_\_\_

Parent's Signature (if applicant is under age 18) \_\_\_\_\_