



New Creation Christian Fellowship

Of San Antonio, Texas

Application for Employment

PLEASE PRINT OR TYPE ALL INFORMATION				
DATE _____				
Name _____				
Last	First	Middle	Maiden	
Present address _____				
Number	Street	City	State	Zip
How long? _____		Social Security No. _____ - _____ - _____		
Telephone Number (____) _____		Alternate Number (____) _____		
Position(s) Applied For _____		Referral Source _____		
Educational Background: Please list highest level completed.				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE COMPLETED
High School				
College				
Bus. or Trade School				
Professional School				
General Skills:				
Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	10-key	<input type="checkbox"/> Yes <input type="checkbox"/> No
Word Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	Other	_____
Personal Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	PC <input type="checkbox"/> Mac <input type="checkbox"/>	Other	_____
Skills				_____
Please list two character references other than relatives:				
Name	_____	Name	_____	
Position	_____	Position	_____	
Company	_____	Company	_____	
Address	_____	Address	_____	
Telephone (____)	_____	Telephone (____)	_____	

Years Known? _____ Years Known? _____

Criminal Background:

Have you ever been convicted of a crime? Yes No

(Conviction will not necessarily disqualify applicant from employment)

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Work Experience: Please list your work experience for the **past five years** beginning with your most recent job held. This section must be completed even if you are attaching a resume. **Attach additional sheets if necessary.**

Name of employer Address	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code Phone number		From To	Start Final

Your last job title

Reason for leaving (be specific)

May we contact employer? Yes No

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code Phone number		From To	Start Final

Your Last Job Title

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

May we contact employer? Yes No

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Ministry Information: Please complete the following if applicable

1. Are you a member of New Creation? Yes No How Long? _____

2. Why do you want to work for New Creation?

3. Do you have any credentials issued to you from other ministries? Yes No If Yes, Please list:

Credential Title: _____

Date Issued: _____

Issued by: _____

Credential Title: _____

Date Issued: _____

Issued by: _____

4. Have you served in another ministry? If so, please list the capacity in which you served.

Area of Ministry: _____

Length of Time Served: _____

Ministry name, address, and phone number. May we contact them about service? Yes No

Area of Ministry: _____

Length of Time Served: _____

Ministry name, address, and phone number. May we contact them about service? Yes No

5. Have you ever served at NCCF before? Yes No

If yes, give dates: _____, _____, _____

In what capacity? (i.e. Ministry Circle Leader of HELPS or Department Leader of HELPS or Hospitality Worker)

Please Read Carefully

Employment Application Waiver Form

1. I certify that the information on this application and on any attached documents is true and correct to the best of my knowledge and is given freely of my own will for the purpose of gaining employment for the New Creation Christian Fellowship Church.
2. I understand that any misstatement or omission of material facts or any false information given to obtain employment, promotion, or agency benefits may result in unfavorable consideration or dismissal from employment.
3. I understand that if employed, I will serve an initial probationary period in an employment-at-will status, which means I may be dismissed during this period for any reason or no reason.
4. I understand that as a condition of employment, I am required to provide legal proof of identity and of U.S. Citizenship or authorization to work in the U.S. (i.e., driver's license and either a social security card or birth certificate).
5. I authorize New Creation Christian Fellowship to contact my current and/or former employers and my educational institutions to verify the information contained on this application and authorize my current and/or former employers and my educational institutions to release to the New Creation Christian Fellowship Church any information in their possession pertaining to me. A copy of this release will be as valid as the original.
6. I authorize New Creation Christian Fellowship to conduct a criminal background check to verify the information contained on this application and authorize the release of my information to New Creation Christian Fellowship.

Signature of Applicant: _____ **Date:** _____

New Creation Christian Fellowship is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.