



Application for Employment

We do not discriminate on the basis of race, color, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

3900 Grace Boulevard
Highlands Ranch, CO 80126-7801
303-791-4100 | www.chcc.org

Please print clearly and answer each question completely and accurately. Use extra paper if you do not have enough room to answer any question on this application. This application is not complete until all the questions have been answered and you have signed the last page. In reading and answering the questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related factors.

Position Applying for _____ Today's Date _____

What type of employment are you interested in? Full time ____ Part time ____ Temporary ____ On-call ____

When are you available to start working? _____ How many hours a week are you available to work? _____

General Information

Last Name First Name Middle Name

Address City State Zip Code

Home Phone Cell Phone Work Phone

Email Address @ _____

Have you ever applied at CHCC or CHC before? Yes ____ No ____ If yes, when? _____

Have you ever been employed by CHCC or CHC before? Yes ____ No ____ If yes, when? _____

Have you ever served in a regular ongoing volunteer capacity at CHCC or CHC before? Yes ____ No ____

If yes, please describe: _____

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest" but exclude minor traffic violations) Yes ____ No ____ If yes, please provide details _____

If employed at CHCC, do you expect to be engaged in any additional business or employment outside of your job?
Yes ____ No ____ If yes, please explain _____

Education

High School _____ City/State _____ Years completed _____

Diploma/Degree _____ Course of Study _____

Specialized training, skills, apprenticeships, honors and extracurricular activities: _____

College/University _____ City/State _____ Years completed _____

Diploma/degree _____ Course of Study _____

Specialized training, skills, apprenticeships, honors and extracurricular activities: _____

Graduate/Professional _____ City/State _____ Years completed _____

Diploma/degree _____ Course of Study _____

Specialized training, skills, apprenticeships, honors and extracurricular activities: _____

List professional, trade, business or community activities or organizations in which you participated including any offices held. (Exclude organizations or memberships that reveal race, color, national origin, sex, age, disability, or other protected status with the exception of religious affiliations.)

Describe your qualifications, skills and experience related to this position: _____

Employment Experience

List all current and previous positions (paid and unpaid) in chronological order starting with the most recent. Please account for all periods of time including military service and any period of unemployment. Please attach additional sheets as needed even if you submit a resume.

Company Name _____ Dates of employment _____

Address _____ City _____ State _____ Zip Code _____ Title and Department _____

Job duties: _____

Supervisor's Name _____ Title _____ Phone Number _____

Reason for Leaving: _____

May we contact this employer? Yes No Salary: Starting _____ Ending _____

Company Name _____ Dates of employment _____

Address _____ City _____ State _____ Zip Code _____ Title and Department _____

Job duties: _____

Supervisor's Name _____ Title _____ Phone Number _____

Reason for Leaving: _____

May we contact this employer? Yes No Salary: Starting _____ Ending _____

Company Name _____ Dates of employment _____

Address _____ City _____ State _____ Zip Code _____ Title and Department _____

Job duties: _____

Supervisor's Name _____ Title _____ Phone Number _____

Reason for Leaving: _____

May we contact this employer? Yes No Salary: Starting _____ Ending _____

Company Name _____ Dates of employment _____

Address _____ City _____ State _____ Zip Code _____ Title and Department _____

Job duties: _____

Supervisor's Name	Title	Phone Number
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Reason for Leaving: _____

May we contact this employer? Yes ____ No ____ Salary: Starting _____ Ending _____

Company Name	Dates of employment
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Address	City	State	Zip Code	Title and Department
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Job duties: _____

Supervisor's Name	Title	Phone Number
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Reason for Leaving: _____

May we contact this employer? Yes ____ No ____ Salary: Starting _____ Ending _____

References

Please list the names of persons providing references; two personal and two professional.

Personal

Name	Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone	Email Address	@
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Personal

Name	Address	City	State	Zip
_____	_____	_____	_____	_____
Home Phone	Work Phone	Cell Phone	Email Address	@ _____
_____	_____	_____	_____	_____

Professional

Name	Address	City	State	Zip
_____	_____	_____	_____	_____
Home Phone	Work Phone	Cell Phone	Email Address	@ _____
_____	_____	_____	_____	_____

Professional

Name	Address	City	State	Zip
_____	_____	_____	_____	_____
Home Phone	Work Phone	Cell Phone	Email Address	@ _____
_____	_____	_____	_____	_____

Christian Background

Are you a member of CHCC? Yes ____ No ____

If yes, when did you become a member of CHCC? _____

Are you a member of another church? Yes ____ No ____ If yes, which church? _____

How long have you been a member at that church? _____

Do you know Jesus as your personal Lord and Savior? Yes ____ No ____

When did and how did you become a Christian? (Use additional paper if needed)

Describe your present relationship with Christ and your Christian experience and beliefs. (Use additional paper if needed)

Describe your past and current church affiliations and activities. (Use additional paper if needed)

Affadavit, Consent and Release

Please read each statement carefully before signing.

- (1) I certify that all of the information provided in the employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.
- (2) I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.
- (3) I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post-employment drug screen as a condition of employment, if required.
- (4) I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.
- (5) I understand that Cherry Hills Community Church and Cherry Hills Christian Schools conducts background checks on those who are offered an employment position. A financial credit check may also be required depending on the specific responsibilities of the position.
- (6) I understand that Cherry Hills Community Church and Cherry Hills Christian Schools as religious organizations are exempt from Title VII's religious bias prohibitions to the extent that such organizations may require individuals hired to hold the same religious beliefs as the employer. Religious organizations may give preferential treatment in employment to individuals of that religion with respect to any work connected with the organization - even positions which are not religious, such as a custodian or a maintenance worker.
- (7) **I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE SENIOR PASTOR, EXECUTIVE PASTOR OR CHIEF FINANCIAL OFFICER HAVE THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY EITHER THE SENIOR PASTOR, EXECUTIVE PASTOR OR CHIEF FINANCIAL OFFICER AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand and by my signature consent to these statements.

Signature: _____

Date: _____

Rev. 12/16/09