



## APPLICATION FOR EMPLOYMENT

35 Clayton Road  
 Arden, NC 28704  
 Phone 828.687.1111  
 Fax 828.687.1014  
 www.biltmorechurch.com

Date Prepared \_\_\_\_\_

Applications are received and employees are hired without regard to race, creed, color, sex, age, physical or mental handicap, veteran's status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper.

Last Name	First Name	Middle name
Address Street	City	State      Zip
Email		
Telephone: Home	Work	
Position applied for:	Date available for employment	
Are you seeking: <input type="checkbox"/> Regular <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer only		
<b>EMPLOYMENT INFORMATION</b>		
If employed, can you provide proof that you can legally be employed in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, employment is subject to verification that you are of minimum legal age.)		
What languages can you read, speak and write fluently? _____		
If not employed, can you provide proof that you can legally be employed in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		
What salary/hourly rate do you expect? _____		
Have you ever applied for a job with us before? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever worked for us before? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever been bonded? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever been refused bond? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, state reason and date _____		
Have you ever been convicted of any crime other than a minor traffic violation? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever participated in, been accused of, pleaded guilty/no contest to, or been convicted of abuse or any sexual misconduct. <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, state date, court and place where offense occurred _____		
Have you ever been discharged or requested to resign from a position? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, explain _____		
Does your present employer know of your plans to change employment? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Why do you desire to make a change? _____		
Have you ever held a position of trust (handling money or confidential material)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
How much time have you lost from work during this past year? _____		
Have you worked or attended school under any other name? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, give name(s) _____		
Would you have steady transportation to work? <input type="checkbox"/> YES <input type="checkbox"/> NO		
List any other experiences, skills, computer software or qualifications which you feel would especially fit you for work with our organization: _____		
_____		

**EDUCATION INFORMATION**

Schooling	Name of School	Degree Rec. Major Sub.	Years Completed	Location	Did you Graduate?
Grammar or High School					
Trade Bus or Correspondence					
College					
Graduate School or Seminary					

Describe another specialized or professional training (such as computers, etc.) If you are presently enrolled in school, what are you studying? \_\_\_\_\_

**PRIOR WORK RECORD (Start with most recent or present employer)**

**PLEASE COMPLETE THIS SECTION EVEN IF YOU PLAN TO ATTACH A RESUME.** List your last three employers, beginning with the most recent. Account for all periods of time including military service and periods of unemployment.

**Prior Work Record (Start with name of most recent employer)**

Company name \_\_\_\_\_  
 Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Hourly rate/salary: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Status:  Full-time  Part-time  Temp  
 Duties performed: \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Your job title: \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**Prior Work Record**

Company name \_\_\_\_\_  
 Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Hourly rate/salary: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Status:  Full-time  Part-time  Temp  
 Duties performed: \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Your job title: \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**Prior Work Record**

Company name \_\_\_\_\_  
 Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Hourly rate/salary: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Status:  Full-time  Part-time  Temp  
 Duties performed: \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Your job Title: \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**May we contact the employers listed above?**  YES  NO *If no, indicate which one and why.* \_\_\_\_\_

**REFERENCES**

List those familiar with your job performance, personal characteristics and spiritual commitment who have known you a **MINIMUM OF ONE YEAR. DO NOT LIST RELATIVES**

Name	Years Known	Relationship	Organization	City, State	Phone number

**STATEMENT OF APPLICANT'S CHRISTIAN FAITH**

Because of the unique nature of our ministry, we are concerned that our employees be committed to the Christian perspective as explained in our Statement of Faith. All of our employees may be involved in times of prayer for the specific needs of our constituents and the ministry.

**CHRISTIAN BACKGROUND/CHURCH AFFILIATION**

Are you a born again Christian?  YES  NO

Please list your church membership(s) over the past five years:

Current Church	Dates attended	City/State	Phone
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Previous Church	Dates attended	City/State	Phone
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Previous Church	Dates attended	City/State	Phone
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What areas of ministry are you currently serving/involved?

Please give your Christian testimony and experience \_\_\_\_\_

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**BILTMORE CHURCH STATEMENT OF FAITH**

**Please sign the Statement of Faith below if you *completely* adhere to it.**

- We believe** the Bible to be the only infallible, authoritative Word of God.
  - We believe** that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.
  - We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
  - We believe** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
  - We believe** in the present ministry of the Holy Spirit, by whose indwelling by the Christian is enabled to live a godly life.
  - We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
  - We believe** in the spiritual unity of believers in our Lord Jesus Christ.
- Without mental reservation, I hereby subscribe to the above statements.**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANT'S STATEMENT – READ CAREFULLY**

The facts set forth in my application for employment are true and I completely understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use of any information on this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations whether or not identified in this application, to answer all questions asked concerning any ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

NOTE: If this application is returned by mail, please address it to: "Attn: Human Resource Director" and mark the envelope "Personal and Confidential".