



WOODMEN

VALLEY CHAPEL

290 E. Woodmen Road • Colorado Springs, CO 80919

719.388.5000 • woodmenvalley.org

EMPLOYMENT APPLICATION FORM

To properly evaluate your application, please answer all of the following questions carefully and completely.

PLEASE PRINT

Name _____ Date _____
Last First Middle Initial

Address _____
Street City State Zip

Email _____

Social Security Number _____ Phone (h) _____

Phone (c) _____ Phone (w) _____ May we contact you at work? Yes No

Are you 18 years of age or older? _____ *If hired, you may be required to submit proof of your age.*

When can you start? _____ How were you referred to us? _____

POSITION DESIRED

Are you seeking: Full Time or Part Time If part time, how many hours? _____

Regular or Temporary If temporary, how many hours? _____

Have you worked here before? Yes No If yes, when? _____

Have you applied here before? Yes No If yes, when? _____

Are you currently serving as a Woodmen Ministry Partner? Yes No If yes, which ministry? _____

If yes, how long? _____ Which staff member do you report to? _____

Do you have relatives employed at Woodmen? Yes No If yes, name(s) _____

For Driving Jobs **Only**: Do you have a valid driver's license? Yes No Driver's license no. _____

Have you had your driver's license suspended or revoked in the last three years? Yes No

If yes, give details _____

EDUCATIONAL BACKGROUND

| Type of school | Name & location | # of years completed | Major | GPA | Degree obtained | Date of completion |
|----------------------------|-----------------|----------------------|-------|-----|-----------------|--------------------|
| High School Diploma or GED | | | | | | |
| College | | | | | | |
| Graduate School | | | | | | |
| Vocational School or other | | | | | | |

Please list any additional special skills, technical or professional knowledge you have:

EMPLOYMENT EXPERIENCE:

List all of your 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.

1. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____

May we contact your present employer Yes No

2. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____

3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____

4. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____

5. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____

ADDITIONAL EMPLOYMENT EXPERIENCE (IF NEEDED)

6. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____
7. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____
8. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____
9. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____
10. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name & Title _____
Work Performed _____
Reason for Leaving _____

SPIRITUAL BACKGROUND

Do you attend Woodmen Valley Chapel? Yes No If yes, how long? _____

Are you a Commissioned Leader? Yes No

If you do not attend Woodmen, where do you presently attend church? _____

May we contact your pastor as a reference? Yes No

Pastor's name _____ Phone number _____

If hired, are you willing to become a regular attendee and Commissioned Leader of Woodmen who supports its vision and values and abides by its doctrine, understandings and practices? Yes No

What does Jesus Christ mean to you?

Briefly describe how you came to know Jesus Christ as your Savior.

What are your spiritual gifts?

How do you presently use your spiritual gifts?

OTHER QUESTIONS

Have you seen/reviewed the job description for the position for which you're applying? Yes No

Do you understand the job requirements? Yes No

Can you perform the job requirements (either with or without reasonable accommodation?) Yes No

Please list two professional references (other than those previously listed) and two personal references:

| NAME | PHONE | RELATIONSHIP |
|------|-------|--------------|
| | | |
| | | |
| | | |
| | | |

APPLICANT'S DECLARATION, AUTHORIZATION, AND RELEASE

I understand that Woodmen is a non-smoking facility and smoking anywhere on Woodmen property is strictly prohibited. My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize Woodmen and its agents to verify any information related to my application or resume. I also authorize individuals, schools, employers, and law enforcement or government officials to freely release any information concerning my background, and hereby release any and all of them from any liability for doing so. If Woodmen employs me, I understand that I will be employed on an at-will basis for an indefinite period of time and that either I or Woodmen may terminate my employment at any time and for any reason.

Print Name _____

Signature _____

Today's Date _____

Woodmen shall comply with appropriate federal and state laws and regulations prohibiting discrimination on grounds of race, color, gender, national origin, age, disability, or any other legally protected characteristic.