

**Brightmoor Christian Church
Employment Application**

Applicant Information		
Today's Date: / /		
Last Name	First Name	Middle Initial
Address		Apartment/Unit #
City	State	Zip Code
Phone ()	E-mail	
Position Applying for:		
Date Available to Start:	Full time/Part time (please circle)	Social Security No.
Are you legally eligible to work in the U.S.? YES NO		
Have you ever worked for Brightmoor Christian Church, Novi Christian Academy, and/or Train Station Preschool? YES NO If yes, when?		
Have you ever been convicted of a felony or are there any felony charges pending against you? YES NO <i>If yes, please state date, place and nature of conviction. A conviction does not constitute an automatic bar to employment.</i>		
Are you able to perform the essential functions and duties required of the position for which you are applying, with or without reasonable accommodation? YES NO		
If no, how would you perform these essential function and duties? What accommodations would you need?		
If under the age 18, please state your age _____. If under 18, please attach work permit to application.		

Education		
High School	Address	
Dates Attended: from to	Did you graduate YES NO	Degree
College	Address	
Dates attended: from to	Did you graduate YES NO	Degree
Other	Address	
Dates attended: from to	Did you graduate YES NO	Degree/Certificate

Employment History (list in order from most recent first)		
Company	Dates Employed from to	
Address	Phone #	
Supervisor	May we contact? YES NO	
Responsibilities		
Company	Dates Employed from to	
Address	Phone #	
Supervisor	May we contact? YES NO	
Responsibilities		
Company	Dates Employed from to	
Address	Phone #	
Supervisor	May we contact? YES NO	
Responsibilities		

References	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Disclaimer and Signature	
<p>I certify that the all information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.</p> <p>I understand the use of this form does not indicate that there are any positions open and does not in any way obligate this organization. Further, I understand and agree that if I am hired by this organization, unless specifically set forth in writing to the contrary and signed by either the Executive Pastor or Senior Pastor, my employment will be for no definite period, and may, regardless of the date of payment of my wages or salary, be terminated, or any offer or acceptance of employment withdrawn, at any time for any reason at the will of the organization without any previous notice.</p> <p>In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the organization's sole option and without prior notice to me.</p> <p>Brightmoor Christian Church and ministries under such, is an equal opportunity employer. It is our policy that all applicants be considered solely based on qualification and ability, without regards to race, relation, color, sex, age, national origin, disability, height, weight, marital status or veteran status.</p>	
Signature	Date

Manager to Complete:

Dept # _____	Department Name _____
Position/Job Title _____	Hire Date ____/____/____

Pay Information	Primary Pay Type
\$ _____	<input type="checkbox"/> Hourly
Primary pay rate or salary	<input type="checkbox"/> Salaried
	<input type="checkbox"/> Flat Rate

What is employee's first check date? ____/____/____
 Employee is hired as Full-time Part-time Contract Temporary/Seasonal

Department Head/Pastor Signature _____ Date _____

Business Administrator Signature _____ Date _____

Additional Applicant Information for NCA		
Today's Date: / /		
Last Name	First Name	Middle Initial
TEACHING EXPERIENCE:		
School Name & City:		Dates Employed from to
Supervisor Name		Phone #
Starting Salary:	Ending Salary:	May we contact? YES NO
Grade or Subject Taught:		
Reason for Leaving:		
School Name & City:		Dates Employed from to
Supervisor Name		Phone #
Starting Salary:	Ending Salary:	May we contact? YES NO
Grade or Subject Taught:		
Reason for Leaving:		
Supervisor		May we contact? YES NO
Responsibilities		
School Name & City:		Dates Employed from to
Supervisor Name		Phone #
Starting Salary:	Ending Salary:	May we contact? YES NO
Grade or Subject Taught:		
Reason for Leaving:		
Supervisor		May we contact? YES NO
Responsibilities		
May we contact your previous supervisor(s) for a reference YES NO		Are you currently under contract YES NO
Number of Years you have taught under contract?		
Have you been denied tenure or been dismissed from a teaching position? YES NO		
If YES to above question, please explain:		
Professional Organization(s) of which you are a member:		
Special Training/Certifications:		
Non-Educational organizations/clubs:		
Active Volunteer Programs/Children Organizations/Ministries:		
Grades or subjects you desire to teach, listed in order of preference		
(1)	(2)	(3)

