



Southeast Christian Church
920 Blankenbaker Parkway
Louisville, KY 40243-1845
(502) 253-8033
human_resources@secc.org
Information Line 253-8950 ext. 4732

Date: _____

Position Applying For: _____

Please complete all sections. If you need more space, you may use the other side of these sheets.
Please be sure to attach any additional sheets directly to this application.

Return to:

Human Resources 'Confidential'
Southeast Christian Church
920 Blankenbaker Parkway
Louisville, KY 40243-1845

PERSONAL - Applicant Information

Name: _____
Last First Middle

Address: _____

City: _____ State: _____ ZIP: _____

Home Telephone: _____ Work Telephone: _____

E-mail address: _____

Have you been convicted of a felony within the last seven years? Yes No
(Conviction will not necessarily disqualify you from employment.) (if yes, when _____)

Do you have the legal right to work in the United States? Yes No
(Employment is contingent upon satisfactory proof of ability to work in the United States.)

Are you younger than 18 or older than 70 years of age? Yes No
If hired, can you provide proof of your age? Yes No

PERSONAL - Office Skills

Please list office skills you have: _____

Please list word processing systems you have used: _____

Please list other skills and qualifications: _____

PERSONAL - Employment Information

Please complete even if you are attaching your resumé.

Dates Employed: From _____ To _____ Job Title _____
Employer _____ Telephone _____
Address _____
Supervisor _____ Salary _____
Responsibilities _____

Reason for leaving _____

Dates Employed: From _____ To _____ Job Title _____
Employer _____ Telephone _____
Address _____
Supervisor _____ Salary _____
Responsibilities _____

Reason for leaving _____

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Employer _____ Telephone _____
Address _____
Supervisor _____ Salary _____
Responsibilities _____

Reason for leaving _____

PERSONAL - Education/References

	High School	College/University	Graduate/Professional
School Name & Address			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Study			
Please describe any specialized training, apprenticeships, skills, honors and extracurricular activities.			

If you are applying for a minister's role, are you ordained? If so:

Date: _____ Where: _____

How much time are you required to notify your present employer should you desire to make a change? _____

What salary range might you expect? (Do not reply "negotiable.") _____.

List the names, addresses (include email if applicable), and phone number of four references we might contact. Please include at least one spiritual, one professional, and one personal reference.

- 1) _____

- 2) _____

- 3) _____

- 4) _____

CHRISTIAN EXPERIENCE

Have you been baptized by immersion? _____ If so when? _____

How long have you been a Christian? _____

Briefly describe how you became a Christian. _____

Are you a member of Southeast Christian Church? _____ If so, when? _____

Briefly describe your previous church background and activities in which you were involved.

What does your present involvement in church include? _____

I hereby certify that the information contained in this application and any attachments is true to the best of my knowledge and agree to have any of the statements checked by Southeast Christian Church unless I have indicated to the contrary. I authorize the references listed above to provide Southeast Christian Church any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties from all liability for any damage that may result from use of such information by Southeast Christian Church. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.

Applicant's signature _____ Date _____



Pre-Employment Inquiry Release

In connection with, and duration of my employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving, and other reports. These reports will include information as to my character, work habits, performance, and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, civil and other experiences as well as claims involving me in the files of insurance companies.

I authorize, without reservation, any party or agency contacted by this employer to furnish the above mentioned information:

Print full name: _____

Social Security Number: _____ / _____ / _____ Date of birth:* _____ / _____ / _____

Current Address: _____

City: _____ State: _____ ZIP: _____

Driver's License Number: _____ State: _____

Applicant's Signature: _____ Date: _____

Prospective Employer: *Southeast Christian Church*

*Date of Birth is being requested in order to obtain accurate retrieval of records.





Don't consider this job IF...

1. **You think you're a superstar.** God gets all the glory ... all the time!
2. **You are inflexible.** This church experiences constant change and growth.
3. **You see yourself as more important than the team.** We work as a team and everyone matters.
4. **You focus on the negative.** Every problem has a solution ... be "about" the solution.
5. **You do just enough to get by.** God deserves our best efforts not the minimum requirement.
6. **You do not love people.** Jesus was all about loving people ... we want to be the same way.
7. **You do not value feedback.** Fear of honest feedback shows interest in self-preservation instead of betterment of the church.
8. **You do not believe this church can make a difference.** The church is the hope of the world and that's enough motivation.
9. **You do not have the heart of a servant** ... Jesus said He came to serve, not to be served.
10. **You are looking for a comfortable environment in which to work** ... deny yourself, take up your cross and follow me.
11. **You are looking for a ladder of success to climb** ... be focused and passionate about the specific calling you've received.
12. **You are not sold out to Jesus Christ.** It's not about you or even us ... it's all about HIM.