



prairie lakes CHURCH

Application for Employment

Today's Date: _____
This application will remain active for 90 days. Upon its expiration date, you must complete a new application to be considered for employment.

Job Applying For: _____

Name: _____

Phone No: _____ Address: _____

City: _____ State: _____ Zip: _____ Email address: _____

Personal Data

How did you hear of this job opening? _____ Date available for work: _____

Who do you know currently employed at Prairie Lakes Church? _____

Are you a member or regular attendee of Prairie Lakes Church? _____

If you are under 18, can you provide proof of your eligibility for employment? _____

Are you authorized to work in the United States? _____

Have you ever been convicted of a crime or are you presently charged with a felony? _____ If yes, explain below.

(Felony conviction will not necessarily disqualify you from being considered for the position for which you are applying)

Are you presently employed? If yes, may we contact your present employer? _____

Have you ever been employed by Prairie Lakes Church? _____ If yes, give dates: _____

Education

School Name	Major	Did you graduate?	Degree/Diploma Received

What additional job-related training have you had? (i.e. degrees, licenses, certificates, vocational courses): _____

List your membership in any job-related associations or organizations: _____

Employment History
List current employer first.
Do not state "See Resume." Fill in all blanks.

(1) Job Title: _____ Dates Employed: From _____ To _____
Employer Name: _____ Your Supervisor's Name: _____
Address: _____ Phone Number: _____
Your Job Duties: _____
Reason why you left or are leaving: _____
Start Pay: \$ _____ Final Pay: \$ _____ May we contact for reference? Yes _____ No _____

(2) Job Title: _____ Dates Employed: From _____ To _____
Employer Name: _____ Your Supervisor's Name: _____
Address: _____ Phone Number: _____
Your Job Duties: _____
Reason why you left or are leaving: _____
Start Pay: \$ _____ Final Pay: \$ _____ May we contact for reference? Yes _____ No _____

(3) Job Title: _____ Dates Employed: From _____ To _____
Employer Name: _____ Your Supervisor's Name: _____
Address: _____ Phone Number: _____
Your Job Duties: _____
Reason why you left or are leaving: _____
Start Pay: \$ _____ Final Pay: \$ _____ May we contact for reference? Yes _____ No _____

(4) Job Title: _____ Dates Employed: From _____ To _____
Employer Name: _____ Your Supervisor's Name: _____
Address: _____ Phone Number: _____
Your Job Duties: _____
Reason why you left or are leaving: _____
Start Pay: \$ _____ Final Pay: \$ _____ May we contact for reference? Yes _____ No _____

Employment History continued

Explain any gaps in employment of more than 2 months: _____

In your most recent 2 years of employment, how many days were you absent? _____ late? _____

Employment References

Please provide name, occupation, phone number and manner in which person listed qualifies to give information on your work or education history (i.e. "worked with X for 5 years at Job #2" or "X was my advisor at the university"). It is not necessary to provide names of personal references.

(1) _____

(2) _____

(3) _____

(4) _____

Please continue on to the next page. Then, feel free to take a minute after you complete and sign your application to read it over. Check that it is complete and filled out to your satisfaction.

Thank you for your interest in employment opportunities with Prairie Lakes Church!

Applicant—Please read carefully and sign

Please thoroughly read the following statements, then sign below. We know it's a lot of reading, but we are committed to hiring responsible people to join our superior team of employees. We want to be sure that we have the information to make the most educated hiring decision. Thank you for applying with Prairie Lakes Church. Read on.....

CERTIFICATION OF INFORMATION

The information I have provided in this application is true and complete to the best of my knowledge. Should I be employed by Prairie Lakes Church, I understand that any misrepresentation or false statement contained herein may result in my dismissal.

I agree to furnish any additional information and complete such examinations as may be required to complete my employment application, including physical exams, drug and/or alcohol screening tests and skills tests.

EMPLOYMENT AT WILL

I understand and acknowledge that this application does not constitute an employment contract of any kind. I understand and acknowledge that no agent or employee of Prairie Lakes Church (except the Executive Pastor by a specific written contract for a specific term of years naming the employee and signed by the employee and the Executive Pastor.) has any authority to offer employment except on an at-will basis. I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with the Church is of an at-will nature. This means that should I be employed by Prairie Lakes Church, I may resign such employment at any time with or without prior notice, and Prairie Lakes Church may terminate my employment at any time with or without cause and with or without notice.

I also understand and agree to the Church's policy that the Church's decisions on all employment related matters are final and are not subject to review or appeal outside the Church except as required by laws providing or requiring employers to provide specific employment standards and rights.

RELEASE OF INFORMATION

I agree and understand that Prairie Lakes Church or its agents may investigate my background to ascertain any and all information of concern to my record. I hereby authorize and request my former employers, references, educational institutions and other representative to provide Prairie Lakes Church with any information and opinions pertaining to me, including but not limited to my job title, department, service dates, wage, reason for termination, attendance, performance reviews, and educational information. I hereby waive the written notice requirement (of Section 6 of the Bullard-Plawewski Act) pertinent to a disciplinary report, letter of reprimand, or other disciplinary action. This means that I understand that I am waiving my right to be notified in writing that disciplinary information is being provided by any person or organization.

I agree that the Church may disclose or discuss any information or opinions relating to me or my employment to employees of the Church or third parties, and I waive and release and promise not to make any claims against the Church (or its employees, owners or agents) relating to any such disclosure or discussion.

I release Prairie Lakes Church and any organization or individual who provides information about me from any and all claims and liability arising from disclosure of such information. A photocopy of this signed authorization shall be valid as an original.

PHYSICAL EXAMINATIONS/DRUG TESTING

I agree to submit to physical examinations permitted by law before and during my employment by a healthcare professional, at the request and expense of the Church, and I agree to disclose completely all information requested at such examinations about my physical and mental condition and medical history. I also agree that before and during my employment, at the request and expense of the Church, I will cooperate in such medical tests (including blood, hair, urine or other testing) as the Church requests to check for drugs or alcohol in my system, or for any other physical condition. I waive and release and promise not to make any claims against the Church (or any testing agency retained by it or their employees, directors, owner and agents) relating to any such testing, or from lawful decisions made regarding my employment or termination of employment based upon the results of such testing or analysis.

CONFIDENTIALITY AGREEMENT

I acknowledge that I am fully aware of my responsibilities to protect the confidential nature of all information pertaining to individuals who are receiving or who have received service from Prairie Lakes Church. I further recognize that I may not divulge any identifying information to any outside individual or organization without the express, written consent of the individual involved.

As an employee of Prairie Lakes Church, I recognize my obligation to adhere to church policy and philosophy in my contact with individuals and with the community and that I may not utter statements contrary to said policies and philosophies.

I am aware that any violation of confidentiality and/or policies and philosophies may lead to immediate dismissal.

OTHER

I agree that I will not commence any action or suit relating to my employment with the Church (or termination of employment) more than six months after the termination of my employment, and I agree to waive any statute of limitations to the contrary. I understand that this means that even if the law would give me the right to wait a longer time to make a claim, I am waiving that right, and that any claims not brought within six months after my employment ends will be barred.

I agree that if any of the above commitments by me are ever found to be legally unenforceable as written, the particular agreement concerned shall be limited to allow its enforcement as far as legally possible. I understand and agree that no one other than the Executive Pastor or by a written agreement with a specific named individual, has any authority to modify or announce modification of the above terms and policies, or to make any exception to them, or to offer employment on any other terms. I understand and agree that, except as provided above, all benefits, programs, rules and policies of the Church are subject to exceptions or change at any time as decided by the Church.

If I am offered employment, and I accept it, I agree to the above terms. I further agree to be governed and to abide by the rules and regulations of the Church. Reference above to the Church includes its present and future parent and affiliated companies.

Applicant Signature

Printed Name

Date