

**VENTURA MISSIONARY CHURCH**  
(Ventura Missionary School, Ventura Missionary Pre-School, Ventura Counseling Center)

**APPLICATION FOR EMPLOYMENT**

(Please Print)

Position(s) Applying For:		Date of Application:	
Last Name	First Name	Middle Name	
Street Address:	City	State	Zip Code
Telephone Number(s)	Birthdate	Driver's License No. & State	Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? { Yes { No

Have you ever filed an application with us before? { Yes { No      If yes, give date: \_\_\_\_\_

Have you ever been employed with us before? { Yes { No      If yes, give date: \_\_\_\_\_

Are you currently employed? { Yes { No

May we contact your present employer? { Yes { No

Can you provide proof of citizenship or immigration status legally authorizing you to be employed? { Yes { No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:      { Full Time      { Part Time      { Shift Work      { Temporary

Are you currently on "lay-off" status and subject to recall? { Yes { No

Are you a member of Ventura Missionary Church? { Yes { No

If you are not a member of the church, do you plan to join Ventura Missionary Church? { Yes { No

How long have you been attending VMC on a regular basis? \_\_\_\_\_ If a member, date you joined VMC: \_\_\_\_\_

Name of previous church, if any (include name, city, state): \_\_\_\_\_

**Equal Employment Opportunity**

The church believes that all persons are entitled to equal employment opportunity and does not discriminate against qualified employees or applicants because of race, color, sex, pregnancy, national origin, ancestry, citizenship, age, disability, or any other characteristic protected by state and federal law.

Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

I understand and agree with this policy.

\_\_\_\_\_  
(Signature)

## Employment History

Employer		Dates Employed From   To	Work Performed
Address			
Telephone Number(s)		Weekly Rate/Salary Starting   Final	
Job Title	Supervisor		
Reason for Leaving			
Employer		Dates Employed From   To	Work Performed
Address			
Telephone Number(s)		Weekly Rate/Salary Starting   Final	
Job Title	Supervisor		
Reason for Leaving			
Employer		Dates Employed From   To	Work Performed
Address			
Telephone Number(s)		Weekly Rate/Salary Starting   Final	
Job Title	Supervisor		
Reason for Leaving			

I hereby give permission to contact the employers listed above concerning my prior work experience. Signed \_\_\_\_\_

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s): \_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that, if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

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

### Education

	Name & Address Of School	Course of Study	Years Attended	Date Diploma/Degree Completed
Elementary School				
High School				
College/ University				
Graduate School				
Professional/ Trade/Other				

Do you have prior military service?  Yes  No If yes, type of discharge: \_\_\_\_\_

If you had prior military service, can you provide a copy of your DD214 (long) form, if necessary?  Yes  No

Summarize skills, experience, special training, military experience or extra-curricular activities, which will be of special benefit in the job for which you are applying.

---



---



---



---

### Personal References (Not Former Employers or Relatives)

NAME	ADDRESS	PHONE NUMBER

### Probationary Periods

All new employees shall serve a probationary period of 90 calendar days commencing with their first day of employment. During this period, the Church and employee will have an opportunity to determine whether further employment with the Church is appropriate. The employee will not be eligible for nor earn any benefits during his or her probationary period. The Church can extend the duration of the probationary period one or more times if, in its sole and absolute discretion, it determines that such an extension is appropriate. The employee or the Church can terminate the employment relationship at any time during or after the probationary period with or without cause. An employee who successfully completes the probationary period will be notified that he or she has become a regular full-time or regular part-time employee of the church.

I understand and agree with this policy.

\_\_\_\_\_  
(Signature)

### Personal History

Employees of Ventura Missionary Church and its related ministries occupy positions of substantial trust, regardless of job specifications. All employees may have access to sensitive and confidential materials. Any employee may be approached at any time by members, congregants, guests or visitors, and in such contacts must meet the highest standards of conduct, integrity and ministry objectives of Ventura Missionary Church. The following information is needed to help evaluate the applicant's ability to meet those standards:

Have you ever been convicted of a crime (other than traffic infractions)? { Yes { No

Have you ever been charged with any offense that was a felony, that involved the use or sale of controlled substances, that involved any act against a child, that involved any sexual assault, or that involved any type of theft, embezzlement or extortion?  
{ Yes { No

Are you presently on parole, probation, or any form of pre-trial release? { Yes { No

Has any civil judgment or award been made against you? {Yes {No

If the answer to any of the previous questions is "Yes," please provide complete information (including all court information) on separate pages.

---

(Signature)

### Immigration Law Rules

Federal law requires all employers to verify each new employee's identity and legal authority to work in the United States. All offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States. (I-9 form)

I understand and agree with this policy. If offered employment, I agree to provide satisfactory evidence of compliance.

---

(Signature)

### The Employment Relationship At-Will Employment (Not For Contract Employees)

The church certainly hopes that it and every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, it recognizes that relationships are not always mutually satisfactory. TO PROTECT BOTH PARTIES RIGHTS, IT SHOULD BE REMEMBERED THAT FOR NON-CONTRACT EMPLOYEES THE EMPLOYMENT RELATIONSHIP IS TERMINABLE AT WILL, AT THE OPTION OF ANY EMPLOYEE OR THE EMPLOYER. Moreover, no one in the organization, other than the Executive Pastor in conjunction with the Senior Pastor, has the authority or legal ability to modify the at-will nature of the employment relationship. The Executive Pastor can do so only if it is done specifically in a written agreement that is signed both by the Executive Pastor, Senior Pastor, and employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

If you are employed by the church, your employment is at-will and, accordingly, may be terminated by you or the employer at any time without prior notice.

I understand and agree with this policy.

---

(Signature)

I understand that as a church employer, Ventura Missionary Church may require its employees to maintain lifestyles and conduct themselves in a manner consistent with the doctrine, teachings and religious convictions of the church. I agree to maintain a lifestyle and to conduct myself in a manner that is consistent with the Bible, with the Statement of Faith of Ventura Missionary Church, and with the Core Values of Ventura Missionary Church.

\_\_\_\_\_  
(Signature)

### Applicant's Statement (Please read carefully before signing)

I recognize that I serve Christ as Lord, and that I serve Him under the authority and supervision of this local church.

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for working with children or youth. I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature in regard to their release of information. I waive any right I may have to inspect any information provided about me by those identified on this application.

The facts set forth in my application for employment are true and complete. I understand that, if employed, any false statement or material admission on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me.

I authorize that criminal, civil, traffic and other investigations be conducted on me and that any information which pertains to any record of convictions contained in police files or any criminal file maintained on me, whether state or local, be released to the church. In so authorizing, I release any police departments, Ventura Missionary Church, or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature of Agreement)

## Pre-Employment Request and Authorization; Agreement to Terms & Conditions of Employment

I have applied for employment with the Ventura Missionary Church. I understand and agree to the requirement that leaders and employees of Ventura Missionary Church are to live lives that are above reproach and that meet the qualifications and standards described in the Ventura Missionary Church "Statement of Faith" and "Biblical Qualifications of a Spiritual Leader." I also understand and agree to the need for Ventura Missionary Church to investigate my life, my background and my character to determine whether or not I meet these qualifications and standards. If employed by Ventura Missionary Church, I agree and consent that my continued employment is contingent on my continuing to lead a life that meets these qualifications and standards.

I specifically agree and request that Ventura Missionary Church conduct the required investigation to determine my fitness and qualification for employment. I authorize my previous employers, schools and churches; my family, friends, associates and all other persons or organizations to provide any information requested by the Ventura Missionary Church pursuant to that investigation. This authorization specifically includes the rendering of subjective opinion about my fitness for this employment. I specifically waive and give up any privacy or confidentiality provisions, agreements and rights that may exist for the purpose of this pre-employment investigation. I specifically agree to hold harmless all persons and organizations who provide information pursuant to this request and authorization, and I specifically agree and promise to take no action, formal or informal, legal or otherwise, against any person or organization that provides information pursuant to this request and authorization.

Lastly, I specifically agree that Ventura Missionary Church may disclose any information related to my background, fitness for employment, and my employment at Ventura Missionary Church (including annual performance appraisal reviews, results and findings of Ventura Missionary Church's background investigation, and other information) upon verification that I have applied for employment to the requesting Christian organization or employer. I specifically agree to hold harmless Ventura Missionary Church and its employees, officers and board members; and I specifically agree and promise to take no action, formal or informal, legal or otherwise, against Ventura Missionary Church or any person who provides such information pursuant to this paragraph.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

## Probationary Periods

All new employees shall serve a probationary period of 90 calendar days commencing with their first day of employment. During this period, the Church and employee will have an opportunity to determine whether further employment with the Church is appropriate. The employee will not be eligible for nor earn any benefits during his or her probationary period. The Church can extend the duration of the probationary period one or more times if, in its sole and absolute discretion, it determines that such an extension is appropriate. The employee or the Church can terminate the employment relationship at any time during or after the probationary period with or without cause. An employee who successfully completes the probationary period will be notified that he or she has become a regular full-time or regular part-time employee of the church.

I understand and agree with this policy.

\_\_\_\_\_  
(Signature)