

**Brightmoor Christian Church  
Employment Application**

<b>Applicant Information</b>		
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.? <b>YES</b> <b>NO</b>		
Have you ever worked for Brightmoor Christian Church, Novi Christian Academy, and/or Train Station Preschool? <b>YES</b> <b>NO</b> If yes, when?		
Have you ever been convicted of a felony or are there any felony charges pending against you? <b>YES</b> <b>NO</b> <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? <b>YES</b> <b>NO</b>		
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.		

<b>Education</b>		
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

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

<b>References</b>	
<b>Full Name</b>	Relationship
Company	Phone ( )
Address	
<b>Full Name</b>	Relationship
Company	Phone ( )
Address	
<b>Full Name</b>	Relationship
Company	Phone ( )
Address	

<b>Disclaimer and Signature</b>	
<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>	
<b>Signature</b>	<b>Date</b>

**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 \_\_\_\_\_