



Human Resources  
 2715 Everett Avenue  
 Everett, WA 98201  
 (425) 339-3303

# Application for Employment

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Street

\_\_\_\_\_ Cell Phone \_\_\_\_\_  
 City State Zip

E-mail address \_\_\_\_\_

Position Applied for \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Minimum Wage/Salary Requirement \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

## EDUCATION /TRAINING (Beginning with high school list all schools, colleges, or universities)

<i>School/Institution</i>	<i>City/State</i>	<i>Dates From</i>	<i>Dates To</i>	<i>Area of Study</i>	<i>Degree/ Cert/ Diploma Received</i>	<i>Graduation Date</i>

## SKILLS/EXPERIENCE

- Keyboarding   
  Data Processing   
  Excel   
  Word   
  Access   
  Power Point  
 Supervision   
  Other (list): \_\_\_\_\_

Please provide additional information about other relevant skills, qualifications, experience, licenses, professional memberships, hobbies, civic or trade activities, etc. that enhance your ability to do this job.

## Professional References (At least three whom we may contact, excluding relatives; may include peers, subordinates)

Name	Address	Phone	Email

**Work History** (Most recent first; include military and volunteer experience; attach additional pages as necessary.)

<b>Employer</b>	Summary of job responsibilities
Address	
Position	
From (Mo/Yr)	
To (Mo/Yr)	
Hrs. Per Week	
Supervisor	
Phone number/email address	
Reason for leaving	
May we contact this employer now?      Yes    No	
<b>Employer</b>	
Address	
Position	
From (Mo/Yr)	
To (Mo/Yr)	
Hrs. Per Week	
Supervisor	
Phone number/email address	
Reason for leaving	
May we contact this employer now?      Yes    No	
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May we contact this employer now?      Yes    No	
<b>Employer</b>	
Address	
Position	
From (Mo/Yr)	
To (Mo/Yr)	

Hrs. Per Week	
Supervisor	
Phone number/email address	
Reason for leaving	
May we contact this employer now?      Yes    No	

**OTHER INFORMATION**

Have you worked for Bethany Christian Assembly before?  Yes  No

*If yes, please give position(s) and dates.*

Are you authorized to work in the United States  Yes  No When can you start? \_\_\_\_\_

Have you ever been dismissed or discharged from a job, or have you left employment in order to avoid discipline or discharge?  Yes  No

*If yes, please explain.*

Have you been convicted of any crime within the last 10 years?  Yes  No

*If yes, explain the nature of the crime, the place, and date. (A conviction record will not necessarily bar you from employment.)*

Have you ever perpetrated violence in the workplace?  Yes  No

*If yes, please explain in detail*

Based on your review of the job description, are you able to perform the essential functions of this job with or without reasonable accommodations?  Yes  No

Please declare anything that will interfere with your ability to perform, on a regular basis, the duties of the job for which you are applying?

What is your church affiliation? \_\_\_\_\_

Please read the document titled *What We Believe* accompanying this application. Do you agree with this statement of faith?  Yes  No  Yes, but with the following reservations:

Please provide a statement of your personal faith and testimony.

## WHAT WE BELIEVE

### **ABOUT GOD – We believe in the trinity.**

God is the Creator and ruler of the universe. He has eternally existed in three distinct, but equal beings: God (the Father), Jesus (the Son), and the Holy Spirit. (Genesis 1:1,26,27; Genesis 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 1 Corinthians 13:14)

### **ABOUT MAN - We believe man is born separated from God.**

God created man in His image — to be like Him in character. Although man has tremendous potential for good, he is marred by a disobedient attitude toward God called sin. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59: 1, 2)

### **ABOUT ETERNITY – We believe in Heaven and Hell.**

Man was created to exist forever. He will either exist eternally separated from God by sin (Hell) or in union with God through forgiveness and salvation (Heaven). Heaven and Hell are places of eternal existence; eternal separation from God is Hell — eternal union with God is Heaven (Eternal Life). (John 3:16; John 2:25; John 5:11-13; Romans 6:23; Revelation 20:15; 1 John 5:11, 12; Matthew 25:31-46)

### **ABOUT JESUS CHRIST - We believe in the Deity of Christ.**

Jesus Christ is the Son of God. He lived a sinless human life and died on the cross for the sins of man. Three days later, He arose from the dead to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth as the Savior of all mankind. (Matthew 1:22,23; Isaiah 9:6; John 1:1-5; John 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3-4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13)

### **ABOUT SALVATION – We believe in salvation by grace through faith.**

Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Eternal life begins the moment one receives Jesus Christ into his life by faith. Only by accepting Jesus as Lord and Savior can God's offer of forgiveness save man from sin's penalty of death. (Romans 6:23; Ephesians 2:8,9; John 14:6, John 1:12; Titus 3:5; Galatians 3:26; Romans 5:1)

### **ABOUT THE HOLY SPIRIT - We believe in the active work of the Holy Spirit in our lives.**

The Holy Spirit is equal with the Father and the Son of God. He lives in every Christian from the moment man accepts Jesus as his personal Savior. He is also present in the world to make men aware of their need for Jesus Christ. The Holy Spirit provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. Daily, the Christian seeks to live under His control. (II Corinthians 3:17; John 16:7-13; John 14:16, 17; Acts 1:8; 1 Corinthians 2:12; 1 Corinthians 3:16; Ephesians 1:13; Galatians 5:25)

### **ABOUT THE BIBLE - We believe the Bible is the Word of God.**

The Bible is God's word (message) to all men. Written by human authors under the supernatural guidance of the Holy Spirit, the Bible is the supreme source of Truth for Christian beliefs and living. Because it was inspired by God, it is truth in its entirety. (II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 119: 105 & 160; Psalm 12:6; Prov 30:5)

## **ABOUT MARRIAGE, GENDER AND SEXUALITY**

- **Marriage:** We believe that the term “marriage” has only one meaning – the uniting of one biological man and one biological woman in a single, exclusive, lifelong union, as delineated in the Bible (Genesis 2:18-25). God further commands that sexual intimacy occur only between a man and a woman who are married (1 Corinthians 6:18; 7:25; Hebrews 13:4). Lastly, the Bible uses this marriage union as a picture of Christ and His church (Ephesians 5:21-33).
- **Gender Identity:** We believe God created each person as male or female. These two distinct genders together reflect the image and nature of God (Genesis 1:26-27). Therefore, rejection of one’s biological gender is in direct violation of the Bible.
- **Sexuality:** We believe God’s design for the gift of sexuality is that it is to be exercised and enjoyed (Song of Songs; Hebrews 13:4) only within the covenant relationship of marriage between one man and one woman (Genesis 2:24). We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God ( 1 Corinthians 6:9-10).
- **Redemptive Hope of the Gospel:** Concurrently, we believe that God offers redemption and restoration to all who confess and forsake their sins. As an embracing church, we welcome people from all backgrounds who seek God’s love and forgiveness. We believe every person should be afforded compassion, love, kindness, respect and dignity (John 3:16-18a; 1 John 1:9; Mark 12:28-31; Luke 6:31).

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

**(INCLUDING RELEASE, DEFENSE, INDEMNIFICATION AND HOLD HARMLESS OBLIGATIONS BY APPLICANT)**

I certify that the facts set forth in the Application for Employment set forth above are true and complete to the best of my knowledge. I understand that any false, incomplete, or misrepresented oral or written statement of any kind contained in my application materials or made in the course of any related employment process, whether made by me or by others at my request, may result in my disqualification or termination following employment.

I certify that I am not engaged in any outside activity or business that could be considered in conflict with Bethany Christian Assembly's interests, nor will I become engaged in such activity or business if employed. If I am employed, I agree to be bound by the Statement of Faith, Constitution, By-laws, and all employee handbooks or employee policy of Bethany Christian Assembly.

I understand and agree that no offer or promise of employment has been made. I understand and agree that if I am employed, my employment at Bethany Christian Assembly is "at will", which means that either the church or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I understand and agree that all employment is continued on that basis. I understand that no representative of the church, other than the Lead Pastor, has any authority to enter into any agreement for employment for any specific period or to make any agreement contrary to the foregoing. I understand and agree that any offer of employment that may be made to me is contingent upon satisfactory reference information, the presentation of documents that prove my identity and eligibility for employment in this country, and upon satisfactory completion of any background inquiry, driving record inquiry, or other test deemed appropriate by the church and not prohibited by law. I understand and agree that Bethany Christian Assembly may thoroughly investigate my work and personal history (including a criminal background check) and may verify all data given on this application, on related papers, in interviews, or otherwise.

I authorize Bethany Christian Assembly to request criminal background checks on me before or after any offer of employment. If information is obtained as a result of a criminal history check and if required by law, I will be notified within thirty days of Bethany Christian Assembly receiving the results and the results will be made available to me for examination, should I request it. Information obtained regarding my criminal history will be used solely for the purpose of making employment decisions.

I authorize the BCA to request my driving record (if I may operate a commercial vehicle on behalf of the church) before or after any offer of employment. Information obtained regarding my driving record will be used solely for the purpose of making employment decisions.

I authorize BCA to contact any person or entity to obtain information about me, including employers, organizations, supervisors, governmental agencies and references that I list in my application and others identified by the church. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including Child Protective Services, to release information concerning me.

I hereby request, consent to, and authorize any current or former employer, person, firm, corporation, organization, education or vocational institution, or government agency to provide Bethany Christian Assembly with information they have regarding me, including the release of information concerning my job performance, job qualifications, personal and work history, dates of employment, job titles, reasons for leaving, salary, and opinions about me. The released information may be in the form of a letter of reference, in the form of a response to an evaluation form prepared by the church, in the form of a

telephone interview or other interviews initiated by the church, or any other means deemed appropriate by the church. I understand that the information released may include facts and/or opinions that are unfavorable to me and/or with which I may disagree.

I hereby expressly waive any and all rights I may have of access to any letter of reference, to any response to an evaluation form, to anything discussed in a telephone conversation, or information otherwise obtained by the Church, including any right to inspect and review, any right to have a copy made for my use, and any right to request an amendment of or correction to any released information.

I hereby release and agree to defend, indemnify and hold harmless Bethany Christian Assembly and its past, present and future directors, owners, officers, employees, volunteers, agents, and insurers from any and all liabilities arising from or in any way related to requesting or receiving information about me. I also release and agree to defend, indemnify and hold harmless any person or organization (whether listed in my application or not) and its respective directors, owners, officers, employees, volunteers and agents who provide information or references about me to Bethany Christian Assembly from and against any and all liability arising from or in any way related to their disclosure of any information or opinions about me.

I authorize the Church, in its efforts to process my application and to check my background and contact references, to provide a copy of this Applicant's Certification and Agreement to any person or entity, and authorize Bethany Christian Assembly and other parties to treat an electronic or facsimile copy of this Certification and Agreement as if it were the signed original.

I hereby acknowledge that I have read, understand, and willingly sign and agree to this document.

THIS STATEMENT CONTAINS A RELEASE OF CLAIMS AND AN OBLIGATION TO DEFEND, INDEMNIFY AND HOLD HARMLESS BETHANY CHRISTIAN ASSEMBLY AND ANY OF ITS EMPLOYEES.

PLEASE READ IT CAREFULLY.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_