



# Application for Employment

All questions must be answered **completely** with or without a resumé. **Please print.**

## APPLICANT INFORMATION

Position applied for: \_\_\_\_\_ File #: \_\_\_\_\_

Are you employed now? Yes [ ] No [ ]

Are you 18 years of age or older? Yes [ ] No [ ]

Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you have members of your household or relatives currently employed by Lakewood Church? Yes [ ] No [ ] *If YES, please provide the following info:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Dpt: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Dpt: \_\_\_\_\_

## CHURCH BACKGROUND

Have you accepted Jesus Christ as your personal Lord and Savior? Yes [ ] No [ ] What Year? \_\_\_\_\_

Do you currently attend Lakewood Church? Yes [ ] No [ ] How long have you attended? \_\_\_\_\_ Which Service? \_\_\_\_\_

*If you answered NO, please provide the church you are attending and the pastor's name:* Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

Are you presently a volunteer at Lakewood Church? Yes [ ] No [ ] *If YES, what ministry?* \_\_\_\_\_

Are you presently a volunteer at another church? Yes [ ] No [ ] *If YES, what ministry?* \_\_\_\_\_ How Long? \_\_\_\_\_

## MINISTERIAL BACKGROUND (PLEASE COMPLETE IF APPLYING FOR A MINISTERIAL POSITION)

Are you an ordained or licensed minister? Yes [ ] No [ ] *If YES, please list the date, church and denomination granting the license/ordination*

Church: \_\_\_\_\_ Date of Ordination: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_ Denomination: \_\_\_\_\_



**EDUCATION**

**HIGH SCHOOL**

Name of School: \_\_\_\_\_ City/State: \_\_\_\_\_

Did you graduate?: Yes [ ] No [ ] Year of Graduation: \_\_\_\_\_

**TRADE SCHOOL / BUSINESS / CORRESPONDENCE SCHOOL**

Name of School: \_\_\_\_\_ City/State: \_\_\_\_\_

Did you graduate?: Yes [ ] No [ ] Year of Graduation: \_\_\_\_\_ Degree Received: \_\_\_\_\_

**COLLEGE**

Name of School: \_\_\_\_\_ City/State: \_\_\_\_\_

Did you graduate?: Yes [ ] No [ ] Year of Graduation: \_\_\_\_\_ Degree Received: \_\_\_\_\_

**SKILLS & QUALIFICATIONS**

**COMPUTER SKILLS - PLEASE INDICATE YOUR SKILL LEVEL**

- Microsoft Word                       Beginner                       Intermediate                       Advanced
- Excel                                       Beginner                       Intermediate                       Advanced
- PowerPoint                               Beginner                       Intermediate                       Advanced
- Access                                       Beginner                       Intermediate                       Advanced
- Outlook                                       Beginner                       Intermediate                       Advanced
- Internet                                       Beginner                       Intermediate                       Advanced
- Other \_\_\_\_\_

**OFFICE SKILLS**

- Filing                       Data Entry                       10 Key Sight/Touch                       Switchboard                       Typing \_\_\_\_\_ WPM

**ACCOUNTING**

- A/P                       A/R                       General Ledger                       Cash Register                       Counting Money

**FACILITIES**

- Electrical                       Painting                       Carpentry                       Plumbing
- Commercial building experience - How many years? \_\_\_\_\_ In what capacity? \_\_\_\_\_
- Handyman Skills: \_\_\_\_\_

**FOREIGN LANGUAGES**

Read, Speak and/or Write: \_\_\_\_\_



**EMPLOYMENT HISTORY**

**MOST RECENT**

Employer Name: \_\_\_\_\_ Position: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor's Name & Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**SECOND MOST RECENT**

Employer Name: \_\_\_\_\_ Position: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor's Name & Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**THIRD MOST RECENT**

Employer Name: \_\_\_\_\_ Position: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor's Name & Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**FOURTH MOST RECENT**

Employer Name: \_\_\_\_\_ Position: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor's Name & Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



**WORK REFERENCES** (LIST BELOW PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR)

Name: _____	Name: _____
Employer: _____	Employer: _____
Job Title: _____	Job Title: _____
Telephone #: _____	Telephone #: _____

Name: _____	Name: _____
Employer: _____	Employer: _____
Job Title: _____	Job Title: _____
Telephone #: _____	Telephone #: _____

**CHURCH REFERENCES** (LIST BELOW PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR)

Name: _____	Name: _____
Ministry: _____	Ministry: _____
Years Acquainted: _____	Years Acquainted: _____
Telephone #: _____	Telephone #: _____

Name: _____	Name: _____
Ministry: _____	Ministry: _____
Years Acquainted: _____	Years Acquainted: _____
Telephone #: _____	Telephone #: _____

**CHARACTER REFERENCES** (LIST BELOW PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR)

Name: _____	Name: _____
Years Acquainted: _____	Years Acquainted: _____
Telephone #: _____	Telephone #: _____

Name: _____	Name: _____
Years Acquainted: _____	Years Acquainted: _____
Telephone #: _____	Telephone #: _____



**STANDARDS OF CONDUCT**

Both as a Christian and as a Lakewood Church employee, you represent the Kingdom of God in all of your words and actions, whether at Lakewood or outside of Lakewood. For these reasons, we ask that you make a commitment to live a life that exemplifies the high standards of Godly living expected of a follower of Jesus Christ. This means you will make a commitment to be faithful in attending Lakewood Church services each week; support the ministry of Lakewood Church through Biblical tithing; maintain and develop a strong relationship with Jesus through daily prayer and Bible reading, and maintain a heart to obey and please God in every area of your life; conduct your personal and professional affairs with integrity, avoiding illegal, immoral or unethical acts; avoid the appearance of evil and not engage in any practices that cause a reproach on the name of Jesus or cause someone to stumble; continue to grow in the fruit of the Spirit as set forth in Galatians 5:22-25, including love, joy peace, patience, kindness, goodness, gentleness and self control.

**SOCIAL SECURITY & MEDICARE TAX EXEMPTION**

For Social Security & Medicare purposes, you are considered self-employed with respect to income from Lakewood Church. Lakewood Church is exempt from withholding the employee's half and paying the employer's half of Social Security & Medicare, employee's are not exempt and you will be required to pay the entire 12% when you file your annual income tax return.

**AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Lakewood Church. I understand that any employment is conditioned on a background check. I authorize Lakewood Church to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Lakewood Church, without giving me prior notice of such disclosure. In addition, I release Lakewood Church, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Lakewood Church unless made in writing. I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, at my option or that of Lakewood Church. If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by Lakewood Church and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to Lakewood Church the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test; and if I am hired, a condition of my employment will be that I abide by Lakewood Church's drug and alcohol policy. I understand that filling out this form does not indicate there is a position open and does not obligate Lakewood Church to hire me. If hired, I agree to abide by all of the Lakewood Church's work rules, policies and procedures. Lakewood Church retains the right to revise its policies or procedures, in whole or part, at any time.

**I HAVE READ AND UNDERSTAND THE STANDARDS OF CONDUCT AND AUTHORIZATION SECTIONS.**

**I have read the following statement and agree to sign in electronic format**

By signing this document with a digital signature, you are verifying that you are the true and legal person valid to sign this name. You understand that this electronic signature will hold the same weight in court as a standard signature written by hand.

**Click the signature box below to digitally sign this application**

Creating a digital signature is easy. Just click the box below and choose "Create a new Digital ID". You'll need to enter your name, email address and a password for your ID, then you'll be ready to go.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CLICK TO SUBMIT TO [HR@LAKWOOD.CC](mailto:HR@LAKWOOD.CC)**