



Authentic Relevant Jesus

Application for Employment

The Elevation Movement, Inc., dba Elevation,

a church serving Christ in the greater Santa Cruz area and beyond

Job Title: Part-time Administrative Coordinator – Job Description provided as a separate document

Hours & Status: 10-16 hours per week, exempt

Position Open: 10-31-2021

Date applied: _____ **Date available to start:** _____

CONTACT INFORMATION

Name: _____

Mailing address: _____

Email address: _____

Cell phone: _____ **Home phone:** _____

Addresses and usernames for websites, blogs, and profiles associated with you (e.g. Facebook, Instagram, LinkedIn): _____

May we friend you on Facebook at this time? yes no

CHRISTIAN BACKGROUND

We desire that all applicants feel comfortable in a Christian environment. All staff members may participate in prayer and Bible study and need to be comfortable with a lifestyle of prayer and worship that is integrated into day-to-day job functions. It is the policy of Elevation to employ staff members of like faith who subscribe without reservation to Elevation's Statement of Faith and Core Values, and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions. As a result, the following information is requested as a bona fide occupation qualification.

Have you accepted Jesus Christ as your personal savior, if yes, when? yes no

If yes briefly described below how you came to know Jesus as your personal savior.

Briefly describe your current relationship with Jesus and some of your regular spiritual practices.



Do you have denominational background? *yes* *no* **If so what is it?** _____

Have you read and are you in full agreement with the Elevation Statement of Faith and Core Values found at www.elevationsc.org/beliefs? *yes* *no*

If no or unsure, please elaborate:

GENERAL BACKGROUND

Are you a citizen of the United States? *yes* *no*

If no, are you legally authorized to work in the United States? *yes* *no*

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? *yes* *no*

If no, describe the functions that cannot be performed:

Have you ever been convicted of a felony or misdemeanor? *yes* *no*

Have you ever been arrested for or convicted of any of the following criminal offenses:

Child abuse *Child molestation* *Rape* *Assault/battery*

Have you been accused of any other sex-related crimes? *yes* *no*

If you answered yes to any of the three previous question, please explain and give the date, place, nature and current status of the offense(s) and/or sentences.

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EDUCATION AND SKILLS

Type of school attended at your highest educational level: _____

Name and location: _____

Years completed: _____

Diploma/degree, course of study, honors received: _____

How would you describe your ability to:

Work independently to accomplish/complete goals and task:

Communicate with and coordinate teams of people:

Use Mac computers and software:

Use Microsoft office software (e.g. Word, Excel):

Use online resources & software:

What other types of training and experience do you have that would aid you in this position?



EMPLOYMENT AND TRAINING

Please do not substitute a resume for this section

-Current employer-

Employer's Name: _____

May we contact your current employer at this point in the process? yes [] no []

Employer's phone number: _____

Employer's address: _____

Position held: _____

Description of primary responsibilities:

Employment dates: Starting date: _____ Ending date: _____

Starting pay: _____ Ending pay: _____

Direct supervisor's name & title: _____

Reason for leaving:

-Previous employer-

Employer's Name: _____

May we contact them? yes [] no []

Employer's phone number: _____

Employer's address: _____

Position held: _____

Description of primary responsibilities:

Employment dates: Starting date: _____ Ending date: _____

Starting pay: _____ Ending pay: _____

Direct supervisor's name & title: _____

Reason for leaving:

-Previous employer-

Employer's Name: _____

May we contact them? yes [] no []

Employer's phone number: _____

Employer's address: _____

Position held: _____

Description of primary responsibilities:

Employment dates: Starting date: _____ Ending date: _____

Starting pay: _____ Ending pay: _____

Direct supervisor's name & title: _____

Reason for leaving:





INITIAL REFERENCES

-Pastoral reference-

Pastor's Name: _____

May we contact him / her at this point in the process? yes [] no []

Phone Number: _____

Email address: _____

Length of time known: _____

Church Name: _____

Church website: _____

-Second reference -Volunteer leader, mentor, or colleague

Name: _____

May we contact this person at this point in the process? yes [] no []

Relationship to you: _____

Phone Number: _____

Email address: _____

Length of time known: _____

I certify that the statements contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, I am subject to Elevation's policies regarding employees and a 30-day probation period. I further understand that this application is not a contract of employment, nor a legal document, and nothing contained herein creates a contract between Elevation and me.

I consent to Elevation conducting background and criminal records checks, as long as the results are kept confidential. I authorize the appropriate law enforcement agencies to release information pertaining to any record or file maintained on me and release said agency from any and all liability resulting from such disclosure.

Signature of applicant: _____ **Date:** _____