



Application for Employment

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			_____
	City, State, Zip			Home Telephone
	How may we contact you other than at home?			() _____
	Work:	E-mail:	Mobile:	Social Security #
	Which type of work are you interested in? (i.e. clerical, production, creative, professional, etc.)			- -
	Please list professional/technical skills relating to positions you are interested in:			
Fulltime _____ Parttime _____ Other _____				

Q U E S T I O N S	Can you perform the essential functions of the job(s) for which you are applying with or without a reasonable accommodation?			YES	NO
	Are you 18 or older?			YES	NO
	Have you ever been convicted of a crime (felony or misdemeanor)?			YES	NO
	If yes, please explain conviction: _____				

	Are there felony charges pending against you?			YES	NO
	If yes, please explain charge(s): _____				

	How many absences did you have from work during the past year (excluding vacations)? _____				
	Are you presently employed?			YES	NO
If yes, why do you desire to change your position? _____					

If no, please explain: _____					

Education

	Name and Address of School	Circle Year Completed	Last Year Attended	Give Degrees or Course of Study
I	High School	1 2 3 4		
	College	1 2 3 4		
	College	1 2 3 4		
	Graduate School	1 2 3 4		
	Trade School	1 2 3 4		
	Correspondence/ Night School	1 2 3 4		

List scholastic honors, offices held, and applicable activities in high school or college: _____

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? YES NO

If so, when, where, and what courses? _____

List military experience: _____

Have we missed something important? Please note below any special activity, awards, or other information that may help us to understand your skills and abilities: _____

Employment

List the names of all former employers. Begin with the most recent. Add extra pages if needed.

I	Company Name	Telephone ()
	Address	Employed (month & year) From To
	Name of Supervisor	Weekly Pay Start Current
	State job title and describe your work	Reason for Leaving
	List any other titles/responsibilities held while under this employer	

II	Company Name	Telephone ()
	Address	Employed (month & year) From To
	Name of Supervisor	Weekly Pay Start End
	State job title and describe your work	Reason for Leaving
	List any other titles/responsibilities held while under this employer	

III	Company Name	Telephone ()
	Address	Employed (month & year) From To
	Name of Supervisor	Weekly Pay Start End
	State job title and describe your work	Reason for Leaving
	List any other titles/responsibilities held while under this employer	

IV	Company Name	Telephone ()
	Address	Employed (month & year) From To
	Name of Supervisor	Weekly Pay Start End
	State job title and describe your work	Reason for Leaving
	List any other titles/responsibilities held while under this employer	

References

P R O F E S S I O N A L	Please list persons who have worked with/supervised you during the past 5 to 7 years.			
	May we contact your present employer? YES NO NA			
	If no, please explain: _____			
	Name	Occupation	City/State	Phone#/E-mail
	1. _____			
2. _____				
3. _____				
4. _____				

P E R S O N A L	Please list persons who have known you during the past 5 years (other than former employers or relatives).			
	Name	Occupation	City/State	Phone#/E-mail
	1. _____			
	2. _____			
	3. _____			
4. _____				

Q U E S T I O N S	Are you familiar with RBC Ministries? YES NO			
	How did you hear about job opportunities at RBC Ministries?			
	_____ Advance Newspaper	_____ Grand Rapids Press	_____ Church Network	_____ Other
	_____ www.jobsatrbc.org	_____ RBC Newsletter	_____ RBC Employee	_____
	List the names of any persons you know who are or have been employed by RBC Ministries.			

Responses: Please print clear responses to the following:

I

Knowing that RBC Ministries is committed to teaching the wisdom of Scripture through the strategic use of media, explain how you would feel about being a part of this organization.

II

Our Quality Service Credo states: "Through God's strength we pledge to honor Christ and His Word faithfully as the standard for everything we say, everything we do, and everything we are, recognizing that our work counts for eternity." Explain your views on quality service in light of this statement.

III

RBC Ministries is organized by workteams and operates by teamwork. Please describe your experience of working in a team setting and how you feel about being part of a team.

IV

Because RBC is a ministry, you will be expected to conduct yourself (both at work and outside of work) in a manner consistent with biblical principles. Explain how you would respond to being confronted if RBC became aware that you were conducting yourself contrary to these principles.



Application Statement

I affirm that the information provided on this application (and accompanying résumé if any) is true and complete. I understand that any false information, misrepresentations, or omissions may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.

I authorize a thorough investigation of all statements and references contained in this application and of my education and employment history, including discipline records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons and entities requesting or supplying such information and waive any right to notice of such disclosure.

If given a contingent offer of employment with RBC Ministries, I understand that RBC may also require a routine medical exam, and a criminal and/or credit background check. These checks will be used for hiring purposes and, if hired, additional checks may be required for purposes of promotion or transfer within the company. I authorize any medical clinics and credit/criminal history reporting agencies, including their staffs, to discuss and disclose such information with RBC Ministries, and I release them from any and all liability associated with such discussion and disclosure.

I also understand that if I have a protected disability that affects my ability to perform the job I have been hired for, I may ask RBC Ministries to attempt to make a reasonable accommodation for it. I must let RBC know of my need for accommodation in writing as soon as possible.

I understand that all employees of RBC Ministries are employed on an indefinite basis and are subject to termination at any time, with or without prior notice, discipline, or warning, for any or no reason. No person other than the President of RBC Ministries has authority to offer employment for any specified period or to make any different agreement. No such agreement by the President will be enforceable unless it is in writing, pertains specifically to me, and is signed by the President. Without limiting the foregoing, I further understand that I am required to abide by all rules and regulations of RBC Ministries and to work the hours and days scheduled by management.

APPLICANT SIGNATURE: _____

DATE: _____

Application will be retained on file for 12 months.

