

Reaching the Lost – Making Disciples – Covering the Earth with the Word

6825 S Galena St, Centennial, CO 80112

Phone: 303-729-1476 - Fax: 303-729-1261

[www.marilynandsarah.org](http://www.marilynandsarah.org) – “About Us/Career Opportunities”

## EMPLOYMENT APPLICATION

501(C)(3) Religious Organization Employer

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

**“PRESS “TAB” TO MOVE TO NEXT FIELD. FIELDS WILL EXPAND AS YOU TYPE.”**

Name	Date		
Address			
City	State	Zip	
Phone	Email		

Are you 18 years of age or older? Yes No (If hired, you may be required to submit proof of age.)  
Date available for employment? Hours available  
If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Position Desired: 1<sup>st</sup> Choice 2<sup>nd</sup> Choice  
Full-time Part-time How did you hear about this opportunity?  
Please list the skills that best equip you for the position for which you are applying:

What is your knowledge of MHM/EC? Why would you like to apply here?  
Have you applied here before? Yes No (mo/yr) Under what name?  
Have we previously employed you? Yes No If yes, under what name, dates and former position:  
Are you now or do you expect to be engaged in any other business or employment? Yes No  
If yes, please explain:  
Do you have a valid driver’s license? Yes No Class of License State  
Do you have proof of automobile liability insurance? Yes No  
Have you had any moving violations or your driver’s license suspended or revoked in the last three years?  
Yes No If yes, please explain:

List the cities/states in which you have resided:

Have you ever been discharged or asked to resign from a job? Yes          No

If yes, please explain (include dates):

### EDUCATION

High School/ University/Technical	City & State	Field of Study	Graduated Yes/No	Diploma/Cert. Or Degree

### PROFESSIONAL LICENSES, REGISTRATIONS AND/OR CERTIFICATIONS

*List all licenses, certificates, and/or professional, trade, business, or civic activities and offices held that may qualify you to perform job-related functions in the position for which you are applying:*

Licenses/Certificates, etc.	State	Professional Activities

### OFFICE & TECHNICAL SKILLS

*Please check items that apply:*

(    ) 10-Key	(    ) Computer	Software Used:		
(    ) Typing wpm	(    ) Switchboard	(    ) Video Reproduction	(    ) Equipment Repair	(    ) Electrical
(    ) HVAC	(    ) Painting	(    ) Plumbing	(    ) Grounds Keeping	(    ) Other:

### REFERENCES

*List two references, not relatives or former employers:*

Name	Business	Yrs Known	Phone/Email
			Hm: Wk: Email:
			Hm: Wk: Email:

### EMPLOYMENT HISTORY

List names of employers in consecutive order **with present or last employer listed first**. Account for all periods of time including military service and any period of unemployment. If self-employed, give company name and supply business references.

<b>Company Name:</b> <b>Address:</b> <b>City, State, Zip:</b> <b>Supervisor Name:</b> <b>Supervisor Telephone:</b>	<b>Dates Employed:</b> From            (mo/yr) To                (mo/yr)
--	--

<b>Job Title:</b>	<b>Reason for Leaving:</b> <i>(if applicable)</i>
-------------------	---

**Duties:**

<b>Company Name:</b> <b>Address:</b> <b>Supervisor Name:</b> <b>Supervisor Telephone:</b>	<b>Dates Employed:</b> From            (mo/yr) To                (mo/yr)
--	--

<b>Job Title:</b>	<b>Reason for Leaving:</b>
-------------------	----------------------------

**Duties:**

***Please attach a resume if you have had more than two employers OR if employment history listed above is less than two years. NOTE: The above information (including pay) must be completed even if attaching a resume.***

**APPLICANT PROFILE QUESTIONNAIRE**

***As a religious organization, Marilyn Hickey Ministries/Encounter Church would like to learn about your spiritual life and religious beliefs. We seek committed Christian applicants who have a personal and vibrant relationship with Jesus Christ.***

1. Describe your personal relationship with Jesus Christ. When did you come to know Jesus as Lord and Savior (become "born-again") and how did this occur?
2. Name and location of church you currently attend (beginning when?)
3. Do you actively participate? If so, what activities?
4. Describe your Bible study and prayer life:

**APPLICANT PROFILE QUESTIONNAIRE (Cont'd)...**

**Please state your doctrinal/spiritual beliefs on the following issues:**

5. The Bible as the Word of God:
6. The Baptism of the Holy Spirit with evidence of speaking in tongues:
7. Have you received this gift? Yes            No            If yes, please describe:
8. Please list a person (non-relative) who is **personally** familiar with your Christian walk (pastor, cell leader, etc.) :  
Name  
Title/Role  
Phone Number                      Email:

**AFFIDAVIT**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the employer may request an investigation consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have the right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all-medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand I will be required to undergo a criminal background investigation which may include fingerprint screening. I understand that I will be given a copy of the report if an adverse response is received from the background investigation.

I understand I may be required to pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of employment, if required.

I agree to observe codes of Christian conduct and lifestyle. This includes, but is not limited to, pursuing a relationship with Jesus Christ, attending a worship service regularly and abstaining from any immoral or criminal act. I agree to observe Marilyn Hickey Ministries/Encounter Church dress code.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT THE COMPANY CAN CHANGE WAGES, BENEFITS AND CONDITIONS AT ANY TIME. IF I AM HIRED, MY EMPLOYMENT WILL BE EMPLOYMENT-AT-WILL UNDER COLORADO LAW, AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE.**

***I have read, understand and consent to these statements. My typed name below shall have the same force and effect as my written signature.***

**Name:**                      **Date:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(If contacted for an interview, during the interview process you will be required to sign this Affidavit.)*

This application for employment will remain active for a limited time.

**Save this document to your desktop. Send it as an email attachment to [hr@mhmin.org](mailto:hr@mhmin.org) with "Employment Application" in the subject line. If you have any questions, please call (303) 729-1476.**

**An Equal Opportunity Employer**

We do not discriminate on the basis of race, color, national origin, sex, age, or disability. As a religious organization, we reserve the right to consider religion in employment decisions in accordance with all controlling law. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.