



# Southwest COMMUNITY CHURCH

## EXPRESSION OF INTEREST

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Today's Date \_\_\_\_\_

We are pleased you are interested in joining the Ministry Team for Southwest Community Church. We will be asking you to provide us detailed information that will help us get to know you more personally. Please ensure you complete each part of this form.

### MEMBERSHIP

To be employed on the Southwest Community Church staff, we require you be an active member of our church prior to applying for a position. Please date below when you completed the following steps, which are a prerequisite to employment at Southwest Community Church.

- Date: \_\_\_\_\_ Accepted Jesus Christ as your Personal Savior.
- Date: \_\_\_\_\_ Demonstrated your commitment by the outward expression of baptism by immersion.
- Date: \_\_\_\_\_ Attended Class 101 and signed the Membership Covenant.
- Date: \_\_\_\_\_ Committed to worshipping with us on a weekly basis.
- \_\_\_\_\_ If married, please initial that your spouse meets the above requirements also.

### MATURITY - LEADERSHIP REQUIREMENTS

While working on Southwest Community Church staff, you will be visible and viewed as a member of leadership. We ask that each staff member commit to certain lifestyle expectations, be in a position to effectively minister to others, and be maturing as a believer.

At a minimum this means you:

- have a daily quiet time.
- understand the importance of and have committed to tithing, as the Lord leads.
- commit willingly to refrain from activities that could cause a new believer to stumble such as consuming alcohol while in public, abusing prescription drugs, or using illegal drugs.
- will complete Class 201, 301 and 401 within your first year of employment.
- are in a biblically based marriage (not in the process of a separation or a divorce), where both you and your spouse are mature baptized believers, members of Southwest Community Church, and are active in ministry.

OR

- you are single and committed to sexual purity outside of marriage, and that you would commit only to dating another believer.

\_\_\_\_\_ By initialing here, I agree to follow the leadership requirements as outlined above.

**If you do not currently satisfy ALL the above requirements, please initial if you would willingly commit to these requirements should we proceed with the hiring process.**

### MATURITY - SPIRITUAL HISTORY

**Please provide your testimony on a separate page. At a minimum please include the following:**

- Your spiritual, religious or church upbringing.
- When you began a personal relationship with Jesus Christ.
- The difference in what you believed before you began a personal relationship with Jesus and after.
- What it meant to you when you were baptized.
- The changes you or others notice in your life.
- How God is working in your life today.

## HISTORY

Each team member is expected to be actively serving in ministry. Please indicate your past and current ministry involvement and the role that you fulfilled.

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## MINISTRY REFERENCES

Please provide two Southwest ministry references who can provide recommendations about your ministry service and personal relationships. When possible, please list references other than your small group leaders.

Name: \_\_\_\_\_ Ministry \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Ministry \_\_\_\_\_ Phone \_\_\_\_\_

Our reference screening process involves contacting the Pastoral and Ministerial staff for a reference. Their responses are considered confidential and will not be released to the applicant. Please initial one of the following:

\_\_\_ I authorize release of information from Southwest staff members regarding matters of employment/ministry suitability.

\_\_\_ I do not authorize release of information from Southwest staff members regarding matters of employment/ministry suitability.

## PERSONAL/PROFESSIONAL REFERENCES

Provide 2 references who are not related to you and have knowledge of your character and qualifications.

1. \_\_\_\_\_  
Name Relationship Phone and Address

2. \_\_\_\_\_  
Name Relationship Phone and Address

## PERSONAL INFORMATION

Legal Name \_\_\_\_\_  
Last First Middle

Contact Information:

Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Are you over 15?  YES  NO If you are under 18 and still in high school you will be required to provide a work permit.

If hired, can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country?  YES  NO

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  YES  NO

(Convictions for marijuana-related offenses that are more than two years old need not be listed.)

If yes, state nature of the crimes(s), when and where convicted, and disposition of the case.

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Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.

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 \_\_\_\_\_

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing skill or agility tests and/or a medical examination.

**POSITION INFORMATION**

List the positions you are applying for:

Position Title

Do you meet the general position requirements?

List the minimum acceptable salary range

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Work availability (Check all that apply)

Type:  Full Time  Part Time < 30 hours  Special - on call or temporary

Days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Hours: (type in the specific hours you can be available) \_\_\_\_\_

Have you ever applied to or worked for Southwest Community Church?  YES  NO If so, when \_\_\_\_\_

Complete only if you are applying for a position that requires driving a vehicle.

Do you have a valid California driver's license?  YES  NO

Driving our vehicles require that you have no moving violations within the last year. Do you qualify to drive our vehicles?

YES  NO

Are you willing to obtain a copy of your driving record, if requested?  YES  NO

**SKILLS, SPECIAL TRAINING, EDUCATION**

You may be required to provide verification of each degree or diploma listed. Copies of licensing and ordinations will also be requested.

High School \_\_\_\_\_ City/State \_\_\_\_\_ Did you graduate? \_\_\_\_\_

College or University \_\_\_\_\_ City/State \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree \_\_\_\_\_ Years completed \_\_\_\_\_ Course of Study \_\_\_\_\_

Other Formal Training and Certifications \_\_\_\_\_ City/State \_\_\_\_\_

Course of Study \_\_\_\_\_ Degree/Certificate/Other \_\_\_\_\_

Licensing/Ordinations \_\_\_\_\_

Licensing Body \_\_\_\_\_ When/ Where? \_\_\_\_\_

Specialized Skills \_\_\_\_\_

Please describe any other experience, training, qualifications or skills \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT** (Please list the most recent employer first)

To be completed only by candidates who have met the general requirements. Please list all employment history for the past 10 years in consecutive order starting with the most current employer. Include all periods of unemployment. This information is subject to verification through pay stubs, tax documents or verification of employment.

Employer Name \_\_\_\_\_ Type of Business \_\_\_\_\_

Phone Number \_\_\_\_\_ Salary (monthly or hourly) \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Title and Position Duties \_\_\_\_\_ Eligible for Rehire?  YES  NO

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Month/Year Month/Year

Supervisor Name & Title \_\_\_\_\_ Contact Number \_\_\_\_\_

Employer Name \_\_\_\_\_ Type of Business \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Salary (monthly or hourly) \_\_\_\_\_  
 Address, City, State, Zip \_\_\_\_\_  
 Title and Position Duties \_\_\_\_\_ Eligible for Rehire?  YES  NO  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Month/Year Month/Year  
 Supervisor Name & Title \_\_\_\_\_ Contact Number \_\_\_\_\_

Employer Name \_\_\_\_\_ Type of Business \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Salary (monthly or hourly) \_\_\_\_\_  
 Address, City, State, Zip \_\_\_\_\_  
 Title and Position Duties \_\_\_\_\_ Eligible for Rehire?  YES  NO  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Month/Year Month/Year  
 Supervisor Name & Title \_\_\_\_\_ Contact Number \_\_\_\_\_

Employer Name \_\_\_\_\_ Type of Business \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Salary (monthly or hourly) \_\_\_\_\_  
 Address, City, State, Zip \_\_\_\_\_  
 Title and Position Duties \_\_\_\_\_ Eligible for Rehire?  YES  NO  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Month/Year Month/Year

*Please list other employment on separate sheet of paper to equal 10 years.*

**As an applicant for Southwest Community Church's Employment, I agree to the following:**

- 1) I understand that any employment is conditional until results of any tests, examinations, verifications, or references required by Southwest Community Church, are received, reviewed and verified.
- 2) I understand that any employment is conditional upon meeting minimum age requirements.
- 3) I agree to submit to a state and federal background check.
- 4) I certify that the answers given by me, in the Expression of Interest and Application for Employment are true and correct.
- 5) I am aware that Southwest Community Church may, without liability, disqualify me from employment or terminate my employment because of false statements given or omissions in the Expression of Interest or Application for Employment regardless of time elapsed before discovery.
- 6) I authorize the entities and individuals named in this Expression of Interest and Application for Employment to give relevant information regarding my application to Southwest Community Church, including but not limited to: my employment history, work habits, educational achievements and other matters related to my suitability for employment.
- 7) I hereby release Southwest Community Church, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
- 8) I understand that my employment will be "at will", which means that employment may be terminated by me or Southwest Community Church at any time, without cause.

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

Southwest Community Church is an Equal Employment Opportunity Employer. Our employment policies are non-discriminatory regarding age, sex, color, race, national origin, or disability status for qualified applicants. We are exempt from the Title VII requirement as it pertains to our religious beliefs and tenants.