



FROM THE HEART CHURCH MINISTRIES EMPLOYMENT APPLICATION

APPLICATION PROCEDURE

Interested applicants must submit the attached application for employment, a current resume illustrating how applicant meets requirements, a completed disclosure and authorization form regarding background investigation, and three (3) letters of recommendation. Applicants must present transcript(s) of degree(s) completed (BA, BS, MA, etc.) along with the Employment Application. Applicants must also complete the reference section using previous and present employers as reference sources with current phone numbers and addresses. Character references, such as friends, neighbors, ministers, will be accepted for those entering the work force for the first time. Please do not use relatives.

Please **do not** call in regard to your application status. You will be notified upon completion of the review process, and/or if additional information is needed, prior to the interview. Please notify Human Resources in writing if you are no longer interested in or available for employment.

The selecting official will interview eligible applicants that meet the requirements.

Thank you for your interest in employment with From the Heart Church Ministries. It is our prayer that God's perfect will for your life will be realized as you seek to serve Him.

Jesus Is Lord!



From the Heart Church Ministries®

4949 Allentown Road • Suitland, MD 20746

www.fthcm.org (301) 899 -9411 Fax (301) 899-8635

EMPLOYMENT APPLICATION

TYPE OF APPLICATION:

☐ **GENERAL** ☐ **TEACHER** ☐ **SUBSTITUTE TEACHER** ☐ **SYEP**

PERSONAL INFORMATION:

Name		Social Security No.	
Home Address			
City	State	Zip	
Email Address			
Home Phone	Work Phone	Other Phone	
Position Desired	Date Available	Pay Expected	
Available for <input type="checkbox"/> Full-time position <input type="checkbox"/> Part-time position Hours available _____ AM to _____ PM			
Have you any special training and/or skills pertaining to this position? (language, machine operation, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? Month _____ Year _____			
Have you ever been terminated from a previous position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when, where, and for what cause?			

CHURCH INVOLVEMENT:

How many years have you been member of this church?	Membership No.
Have you completed: New Member's Orientation? <input type="checkbox"/> Yes <input type="checkbox"/> No Perfecting Class? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Enrichment Classes? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify:	
What is your functional gift?	
In what ministries of the Church are you actively involved?	

EDUCATION: Indicate below your **COMPLETE** education background.

Check one: High School Graduate [] College Credits [] Associate's [] Bachelor's [] Master's [] Doctorate []

School	Name of School	Location of School	Course of Study Major/Minor	Inclusive Dates	Degree Confirmed	Year of Graduation
High School						
College or University						
College or University						

EMPLOYMENT HISTORY: Indicate below your **COMPLETE** employment history.

Current Employer	School/Company Name	Telephone
	Address	Employed (Month/Year) From To
	City, State, Zip	Weekly pay: Start Last
	Grade/Subject or Job Title	Reason for Leaving
	Supervisor	
	Describe Your Work	
Previous Employer	School/Company Name	Telephone
	Address	Employed (Month/Year) From To
	City, State, Zip	Weekly pay: Start Last
	Grade/Subject or Job Title	Reason for Leaving
	Supervisor	
	Describe Your Work	
Previous Employer	School/Company Name	Telephone
	Address	Employed (Month/Year) From To
	Grade/Subject or Job Title	Weekly pay: Start Last
	Supervisor	Reason for Leaving
	Describe Your Work	

DO NOT CONTACT**We may contact employers listed unless you indicate those you do not want us to contact.**

Employer Name: _____

Reason: _____

MILITARY HISTORY:

Have you served in the U.S. Armed Forces? ☐ Yes ☐ No If yes, in what Branch?

Describe any military training relevant to the position for which you are applying.

PROFESSIONAL ASSOCIATIONS: Please list your membership in any professional or civic associations. (teachers only)**REFERENCES:** Please list the full names, complete titles, and addresses of three persons you will be using as a reference.

1.	Name	Position
	Company	Address
	Phone	
2.	Name	Position
	Company	Address
	Phone	
3.	Name	Position
	Company	Address
	Phone	

SIGNATURE:

Applicant specifically understands and agrees that if employment is offered and accepted by applicant and at any time thereafter it is ascertained by From the Heart Church Ministries® that misstatements were given in response to any questions on this application, then the Ministry may in its sole discretion immediately discharge applicant from employment.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Signature _____

Date _____

For Official Use Only

Human Resources:	Date:
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Preliminary Screening:

Year Joined	New Member's Orientation	Perfecting Class

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BACKGROUND INVESTIGATION

DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

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From the Heart Church Ministries, to which you have applied for employment, may request an investigative consumer report about you from a third party consumer reporting agency, in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable). An “investigative consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing.

You have the right, upon written request made within a reasonable time, to request (1) whether an investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any investigative consumer report and (3) a copy of your report.

BACKGROUND INFORMATION

Please provide the following information to facilitate a background check

Last Name _____ First Name _____ Middle Name _____

I have no middle name _____

Other Names/Alias _____

Social Security # _____ Date of Birth _____ Phone _____

Driver's License # _____ State of Driver's License _____

Present Address _____

City _____ State _____ Zip _____

Please list any former address(es) over the past 7 years, including approximate dates

Address _____ Dates _____

Address _____ Dates _____

Address _____ Dates _____

Address _____ Dates _____

Address _____ Dates _____

May we contact your current employer? YES _____ NO _____

ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by From the Heart Church Ministries. I agree that a facsimile ("fax"), electronic copy of the Authorization shall be as valid as the original.

Signature

Print Name

Date