

**Application for Employment**

Please return your completed application to the attention of Lisa Willmert (lwillmert@myncbc.org).

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| **PERSONAL INFORMATION** |
| **Full Name**       |
| **Street Address**       |
| **City**       | **State**       | **Zip Code**       |
| **Phone**       | **Email address**       |

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| **EDUCATION AND PROFESSIONAL DEVELOPMENT** |
|  | **School** | **City/State** | **Did you graduate?** | **Degree** |
| **High School** |       |       |       |       |
| **2-Year College** |       |       |       |       |
| **4-Year College** |       |       |       |       |
| **Graduate School** |       |       |       |       |
| **Other** |       |       |       |       |

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| **EMPLOYMENT HISTORY AND EXPERIENCE** |
| **Current or Last Employer:**       |
| **Start Date:**       | **End Date:**       |
| **Position/Title:**       | **Employer Phone:**       |
| **Street address**       |
| **City**       | **State**       | **Zip Code**       |
| **Name and Title of Supervisor:**       |
| **May we contact him/her?** **[ ]  YES [ ]  NO If yes, please provide contact information:**       |
| **Reason(s) for leaving:**       |

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| **Second Previous Employer:**       |
| **Start Date:**       | **End Date:**       |
| **Position/Title:**       | **Employer Phone:**       |
| **Street address**       |
| **City**       | **State**       | **Zip Code**       |
| **Name and Title of Supervisor:**       |
| **May we contact him/her? [ ]  YES [ ]  NO If yes, please provide contact information:**       |
| **Reason(s) for leaving:**       |

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| **Third Previous Employer:**       |
| **Start Date:**       | **End Date:**       |
| **Position/Title:**       | **Employer Phone:**       |
| **Street address**       |
| **City**       | **State**       | **Zip Code**       |
| **Name and Title of Supervisor:**       |
| **May we contact him/her? [ ]  YES [ ]  NO If yes, please provide contact information:**       |
| **Reason(s) for leaving:**       |

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| **REFERENCES** |
| **Please submit the names of 3 references who have been a supervisor, colleague or pastor. No relatives.**  |
| **Name:**       |
| **Years known:**       | **Phone Number:**       |
| **Position/Title:**       |

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| **Name:**       |
| **Years known:**       | **Phone Number:**       |
| **Position/Title:**       |

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| **Name:**       |
| **Years known:**       | **Phone Number:**       |
| **Position/Title:**       |

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| **SIGNATURE PAGE** |
| **I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements or omissions on this application shall be grounds for dismissal.****I authorize investigation of all statements contained herein and the references listed above to give you any 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 the policies contained in New Castle Bible Church’s employee manual and a 90 day observation 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 New Castle Bible Church and me.** **I consent to New Castle Bible Church conducting a criminal records check, as long as the results are kept confidential. I authorize the appropriate law enforcement agency 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.** |
| **Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |