



OKOLONA
CHRISTIAN CHURCH

Application for Employment
Part-Time Receptionist

Okolona Christian Church
10801 Faithful Way
Louisville, KY 40229
502-962-6500
www.okolonacc.org

Okolona Christian Church – Application for Employment – Part-time Receptionist

Date: _____

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Have you ever been convicted of a felony or misdemeanor? Yes No

If yes, please explain and provide date: _____

(Conviction will not necessarily disqualify you from employment)

If you are not an American citizen, do you have a legal right to work in the United States?

Yes No *Note: Employment is contingent upon proof of eligibility for employment*

Date of Birth: _____

Marital Status: _____ Number of years married _____

Names and ages of Children: _____

EDUCATION AND TRAINING

Type	Name	Years Completed	Degree
High School	_____	_____	_____
College	_____	_____	_____
Trade/Tech	_____	_____	_____
Graduate	_____	_____	_____

Please describe any other specialized training, apprenticeships, skills, honors, etc.

REFERENCES

Please provide contact information for three references (Not Family Members or OCC Staff)

Name: _____ Relationship: _____

Phone: _____ E-Mail: _____

Name: _____ Relationship: _____

Phone: _____ E-Mail: _____

Name: _____ Relationship: _____

Phone: _____ E-Mail: _____

EMPLOYMENT INFORMATION

Present (or most recent) Employer: _____

Address: _____

Employment Dates: From _____ to _____ Job Title _____

Supervisor: _____ May we contact? Yes No

Phone: _____ E-Mail _____

Reason for Leaving: _____

CHRISTIAN BELIEFS

How long have you been a Christian? _____

Have you been baptized by immersion? Yes No

Briefly describe how you became a Christian: _____

Are you a member of Okolona Christian Church? Yes No

Are you an active member of another church? Yes No

If yes, what is the name of the church? _____

What does your present involvement include? _____

Are you willing to publicly support decisions made by the leadership team that you may or may not have been wholeheartedly in favor of when the decision was made? Yes No

If necessary, explain your answer: _____

OTHER

Have you read and do you understand the job description and duties for this position?
 Yes No

If this position is offered to you and you decide to accept, when would you be able to start?

Why are you applying for his position? _____

As an applicant for the position of Part-time Receptionist, I hereby certify and attest as follows:

- 1. The information contained in this Application and any attachments is true to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer of employment, or, if I am hired, in my dismissal from employment.**
- 2. I understand that selection for this position is not determined solely on the basis of performance and/or credentials, but that the applicant's spiritual walk, commitment to the body of believers, spiritual gifts, and ministry abilities and passions will also have a significant impact on the decision process.**
- 3. I understand that any person accepted for employment at Okolona Christian Church who is not already a member of the congregation is expected to become one within thirty (30) days of the hire date. I further understand that preference may be given to persons who are already members of the congregation.**
- 4. I authorize the employers, schools, colleges, universities, references, churches, and/or any other persons listed in this application to provide any and all information that they may have concerning my prior employment, training and education, church involvement, and other factors that may have a bearing on my suitability for this position. I also release all parties from all liability for any damage that may result from the release of such information and/or its use by Okolona Christian Church. In conjunction with this release, I understand that I may be required to sign an additional Pre-Employment Inquiry Release.**
- 5. I understand that a background check is required for this position and I may be required to sign an additional release for said background check prior to hire.**
- 6. I understand that, prior to hire, I will be required to sign a Statement of Faith, a copy of which has been made available to me.**

Signature of Applicant: _____

Date: _____