

**SECTION I: PASTORAL APPLICATION**

**PERSONAL INFORMATION**

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Are you known by another name? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_  
City, State, Zip Code

Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Preferred method of contact regarding this position? (Circle one)  
(Home, Cell, Business, E-mail, Mail)

Birth Date: \_\_\_\_\_ Birth Place: \_\_\_\_\_ Number of years lived in the U.S.? \_\_\_\_\_

If hired, can you provide proof of your legal right to live and work in this country? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list all address and residence periods for the last ten (10) years:

Previous Address Information (Complete only if at current address for less than ten years)

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social media footprint (e.g., Twitter handle, LinkedIn, Facebook page, Instagram, etc.) (If applicable)

Digital media (e.g., Links to podcasts, vlogs, blogposts, etc. if applicable)

Are you able to perform essential functions of this position with or without reasonable accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_ If needed, please explain: \_\_\_\_\_

Attach an additional sheet if necessary.

**SECTION II: ORDINATION AND CURRENT CHURCH**

**ORDINATION AND CURRENT CHURCH**

Are you licensed? Yes\_\_\_\_ No\_\_\_\_ Are you ordained? Yes\_\_\_\_No\_\_\_\_

License date and place: \_\_\_\_\_

Ordination date and place: \_\_\_\_\_ By Whom: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip Code

Denomination: \_\_\_\_\_ Have you been baptized by immersion? Yes\_No\_\_ Current

church name and address which you are a member? \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip Code

**SECTION III: EDUCATIONAL, MILITARY AND EMPLOYMENT HISTORY**

**EDUCATIONAL BACKGROUND**

**Undergraduate School: Major: \_\_\_\_\_ Minor: \_\_\_\_\_**

Name: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes\_\_\_\_ No\_\_\_\_ Degree: \_\_\_\_\_

**Seminary**

Name: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes\_\_\_\_ No\_\_\_\_ Degree: \_\_\_\_\_

**Graduate School**

Name: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes\_\_\_\_ No\_\_\_\_ Degree: \_\_\_\_\_

**Other**

Name: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes\_\_\_\_ No\_\_\_\_ Degree: \_\_\_\_\_

**SECTION III CONTINUED**

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list your employers starting with the current or most recent one first.

**Employer #1 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer#2 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer#3 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer#4 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer#5 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**SECTION IV: REFERENCES**

**REFERENCES**

Please list three references consisting of 1 clergy, 1 layperson and 1 personal (not related to you)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

**Additional References (Optional)**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

**SECTION V: BACKGROUND INFORMATION**

**BACKGROUND INFORMATION**

Please share any matters and/or concerns that will be of importance for the pastoral search committee to be aware of at this time. (Attach an additional sheet if necessary).

If you answer "Yes" to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, charge or offense, when and where charged, the date, court, and disposition or other appropriate explanation. An arrest or a conviction record will not automatically be a barred from employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

A. Have you ever been arrested for any offense? Yes \_\_\_ No \_\_\_

If yes, please state nature of the charge(s), when and where charged and the case disposition. *Attach additional sheet if necessary.*

B. Have you ever been convicted? Yes \_\_\_ No \_\_\_

If yes, please state nature of the conviction(s), when and where and the case disposition. *Attach additional sheet if necessary.*

Adjudication withheld? Yes \_\_\_ No \_\_\_

C. Are you presently being investigated or under a procedure to consider your discharge by your present employer? Yes \_\_\_ No \_\_\_

If yes, please state nature of the charge(s), when and where charged and the case disposition. *(Attach additional sheet if necessary).*

**SECTION V: BACKGROUND INFORMATION CONTINUED**

- D. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave/vacate job position, or volunteer position on the grounds of any unlawful sexual behavior, or violation of any employer's sexual misconduct or harassment policy: Yes \_\_\_ No \_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. *(Attach additional sheet if necessary).*
- E. Have you ever been charged in administrative, civil or criminal proceedings with improprieties regarding children? Yes \_\_\_ No \_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. *(Attach additional sheet if necessary).*
- F. Have you ever entered a plea of not guilty, or guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes \_\_\_ No \_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. *(Attach additional sheet if necessary).*
- G. Have you ever been suspended, discharged or resigned in lieu of discharge from any position? Yes \_\_\_ No \_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. *(Attach additional sheet if necessary).*
- H. Have you ever been a plaintiff or defendant in an administrative, civil matter or lawsuit? Yes \_\_\_ No \_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. *(Attach additional sheet if necessary).*
- I. Have you ever been treated for substance/alcohol abuse? Yes \_\_\_ No \_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. *(Attach additional sheet if necessary).*

**SECTION V: BACKGROUND INFORMATION CONTINUED**

J. Driver's License \_\_\_\_\_ Suspended (or) \_\_\_\_\_ Revoked. If yes, explain: \_\_\_\_\_

\_\_\_\_\_

K. *Have you held a position that required bonding?* \_\_\_\_\_ Yes \_\_\_\_\_ No

L. *Have you ever been accused or charged of sexual harassment?* \_\_\_\_\_ yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION VI: APPLICANT CHECKLIST**

**APPLICANT CHECKLIST**

- \_\_\_\_ 1. A completed application.
- \_\_\_\_ 2. A DVD of a sermon delivered within the 12 months.
- \_\_\_\_ 3. A copy of a license and ordination certificate.
- \_\_\_\_ 4. Certified copies of degrees mailed from the issuing institution.
- \_\_\_\_ 5. Three letters of recommendation (1 clergy, 1 layperson & 1 personal).
- \_\_\_\_ 6. A completed and signed application checklist.
- \_\_\_\_ 7. Current color photo (5x7).
- \_\_\_\_ 8. Copy of Driver's License or State Identification.
- \_\_\_\_ 9. Résumé

**NOTE:** Any application package that does not include the items above will NOT BE CONSIDERED.

Applicant Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SECTION VII: CERTIFICATION AND SIGNATURE**

**CERTIFICATION AND SIGNATURE**

Please read and initial the below statements and sign application.

\_\_\_\_ I certify that the information given by me to the questions on this application, including representations in my resume are true and correct to the best of my knowledge, and have been made with no mental reservations whatsoever and I have not withheld any information that might adversely affect my chances for consideration. I understand that misleading or false statements will constitute a sufficient case for refusal of hire, employment termination or employment covenant.

\_\_\_\_ I understand that neither the acceptance of this application nor the subsequent entry into any type of employment and covenant relationship with Christ Fellowship Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with Christ Fellowship Baptist Church it will be on at-will basis. This means that either Christ Fellowship Baptist church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

\_\_\_\_ I authorize the release of national and state criminal records, as well as credit history report to Christ Fellowship Baptist church. I authorize the schools, my former employers, and people named in this application to release to Christ Fellowship Baptist Church any information requested to verify the information on this application, and my education, character, and employment history with them. I also give Christ Fellowship Baptist Church permission to use the information acquired to conduct a background check on me.

\_\_\_\_ I understand that if I am a finalist I will have to submit to drug screening test.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ (date)

by \_\_\_\_\_ (name), who is personally known to me or who has produced

\_\_\_\_\_ (type of identification).

(Notary Seal)

\_\_\_\_\_  
(Notary Signature)

\_\_\_\_\_  
(Printed Notary Name)

My Commission Expires: \_\_\_\_\_

Commission #: \_\_\_\_\_