



Our Purpose: Expand the borders of the Kingdom

Our Mission: Make and teach faithful disciples so that they may be able to teach others.

## Application – Oceana church of Christ:

Print Name: Last	First	Mi
Address		
City	State	Zip
Telephone	Social Security No.	
Cell Phone	Email:	

Title Desired	Wages Desired \$
Other positions for which You are qualified:	Date Available
Employment Desired:	
Full Time _____	Are you available to work week-ends? Yes _____ No _____
Part Time _____	Are you available to work overtime as required? Yes _____ No _____
How did you learn about this Employment Opportunity	

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## Education

School	Name and Location	Course of Study	No. Of Years Completed	Did you Graduate?	Degree or Diploma
Graduate					
College					
College					
High School					
Business/ Trade/ Technical					
Branch of US Service				Final Rank	
Service Schools or Special Experience					
List any other information (awards, special skills, etc.) that you feel is pertinent to your application:					

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## ***EMPLOYMENT HISTORY***

Please list all employment starting with present or most recent employer. Account for all periods, including unemployment and service with the US Armed Forces. Also include all relevant part-time and voluntary work. To be completed in all cases. Resume may not be used as a substitute but may be attached.

Organization Name	Telephone ( )
Address	Employed – (Month & Year) From:                      To:
Name of Supervisor	Weekly Pay Start                      Last
State Job Title and Describe your Work/List significant accomplishments	Reason for leaving:
May we contact your present employer? Yes or No	

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Organization Name	Telephone ( )
Address	Employed – (Month & Year) From:                      To:
Name of Supervisor	Weekly Pay Start                      Last
State Job Title and Describe your Work/List significant accomplishments	Reason for leaving:
May we contact your past employer? Yes or No	

Organization Name	Telephone ( )
Address	Employed – (Month & Year) From:                      To:
Name of Supervisor	Weekly Pay Start                      Last
State Job Title and Describe your Work/List significant accomplishments	Reason for leaving:
May we contact your present employer? Yes or No	

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## REFERENCES

List associates from present or former employers, elders, others who can attest to your spiritual and professional capabilities

Name and Address

Telephone

Occupation

1

2

3

4

5

6

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## APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete. I also agree that any false information or significant omissions will disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize and agree to cooperate in any investigation of my past employment, education, and background and relieve from liability all persons or entities requesting and supplying such information. I understand that any offer of employment is conditioned upon my successful completion of any of the Organization's pre-employment screening processes; including, without limitation, the organization receiving references that it considers satisfactory, and the satisfactory completion of any pre-employment physical examination the Organization may require.

I understand that should I accept an offer of employment, that either the Organization or I can terminate my employment at any time for any reason not prohibited by law, that I am not being employed for any specific period of time and that this application does not constitute, nor is to be construed as a contract of employment.

I understand and acknowledge that, aside from this employment-at-will relationship, no one other than the Trustees church has the authority to enter into any employment contract between the church, and me and that any such contract must be in writing and executed by me and such officer on behalf of the church.

I understand any offer of employment is contingent upon my producing documentation to verify my identity and US citizenship, or if an alien, my legal authorization to work in the United States, as required by law.

Federal Law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, the church must verify the status of every individual offered employment with the church. In this regard, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify identification and employment authorization. I understand that the completion of this application does not establish any obligation of the church to hire me.

Applicant's Signature

Date

Interviewer

Date

Interviewer

Date

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#### DRUG/ALCOHOL TESTING

**I understand and agree that as a condition of employment, I will be required to undergo and successfully pass a drug test. I also understand and agree that, if employed, I may be subject to for cause, post-accident, random, and/or periodic drug and/or alcohol test, depending on applicable state law.**

Applicant's Signature	Date
Interviewer	Date
Interviewer	Date

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## DRIVING RECORD RELEASE/MVR REQUEST

I, \_\_\_\_\_ (Full name, Please Print), have been informed that the performance of my current job (or the job for which I am applying) includes driving on church business. My position (or the job for which I am applying) at Oceana church of Christ is/will be \_\_\_\_\_. I authorize Oceana church of Christ to conduct an investigation of my past driving record in connection with my application for this position and at any time during my employment with Oceana church of Christ. I understand that if my driving record fails to meet Oceana's church of Christ minimum standards, it may result in the denial of my application for the position and/or the termination of my employment. I have read and signed the Driver Policy Notification.

\_\_\_\_\_  
Applicant or Employee Signature

\_\_\_\_\_  
Date

DRIVER INFORMATION
Driver License #: _____
State of License: _____
Date of Birth: _____
Social Security #: _____

VEHICLE INFORMATION
(Please check appropriate box(es))
<input type="checkbox"/> Personal Vehicle
Commitment date for receipt of certificate of insurance: _____

Individual is (check one): \_\_\_ Applicant \_\_\_ Current Employee

Location Transferred from: \_\_\_\_\_

*Note:* No individual may drive on church business until an MVR check has been completed and the employee approved.

This generally takes 24-72 hours.

**All information must be complete and legible for us to be able to run the MVR.**

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### BIOGRAPHICAL INFORMATION SHEET

**PLEASE READ!** As part of your background investigation, you must complete this form for the last **SEVEN YEARS** for both your residences and past employment. If you need an additional sheet, please ask. **PLEASE PRINT CLEARLY IN BLACK INK!** The request for Date of Birth is for permissible purpose and not for purposes prescribed by the law prohibiting age discrimination. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individual's who are at least 40 years of age. It is unlawful for an employer to refuse to hire, discharge, or otherwise discriminate with respect to compensation, terms, conditions, or privileges of employment because of an individual's age.

NAME: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

ALIAS \_\_\_\_\_ YEARS USED \_\_\_\_\_ ALIAS \_\_\_\_\_ YEARS USED \_\_\_\_\_

PHONE \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_ SSN \_\_\_\_\_

DRIVER LICENSE NO \_\_\_\_\_ STATE \_\_\_\_\_ I.D. NO \_\_\_\_\_ STATE \_\_\_\_\_

DRIVER LICENSE NO \_\_\_\_\_ STATE \_\_\_\_\_ (If less than 3 years in current state, prior state must be provided.)

Have you been convicted (including convictions resulting from a plea of guilty or "no contest") of a felony or convicted in a military court within the past 7 years?

Yes or No

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

For each conviction, identify the crime, date of conviction, sentence, time served (if any), and any relevant background information:

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NOTE: A past conviction for a felony will not be an automatic bar to employment. You do not have to list any convictions that have been "sealed," "pardoned," or "expunged" from your record. As part of the background check process, VICOM reserves the right to consider earlier felony convictions and/or certain misdemeanor convictions in connection with applications for employment, to the extent permitted by applicable federal, state, and local laws.

Do you currently have any felony arrest(s) pending which may result in your being convicted within the next year? Yes or No

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

Please explain: \_\_\_\_\_

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NOTE: A candidate will not be denied employment based on an arrest, which has not resulted in a conviction. Do not list any arrests that are no longer pending and which did not result in conviction.

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## **Authorization to Obtain a Consumer Credit Report and Release of Information for Employment Purposes**

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize **Oceana church of Christ (OcoC)** and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, \_\_\_\_\_, authorize the complete release of these records or data pertaining to me which an individual, Organization, firm, corporation or public agency may have. I understand that I must provide my date of birth to adequately complete said screening and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish **OcoC** or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release **OcoC** and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release. You may contact me as indicated below. I understand that a copy of this authorization may be given at any time, provided I do so in writing.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's right will be provided to me.

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