



Dear Applicant,

Thank you for expressing interest in working for City Church Ministries Inc. To be considered for employment for any position, we need you to complete the enclosed application and corresponding information as thoroughly as possible. If you have an up to date resume, please return it along with this completed application. Enclosed you will find:

- Employment Application
- Standard Release Authorization
- Applicant Disclosure Authorization for Consumer/Investigative Report
- Summary of your Rights

As a part of the process of weighing an applicant's qualifications and determining his or her suitability for open positions, City Church Ministries requires background checks on all applicants for all positions. These checks are conducted securely by third party background check providers. In order to perform the check, applicants are asked to complete the on-line consent form authorizing the appropriate background checks. The background check will include a criminal record check and social security verification.

If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. You will be given a written notice of any areas that withdraw you from candidacy for the position applied for as well as a copy of the report.

Applicants are also expected to provide references from their former employers as well as personal references such as spiritual mentors. Some positions may also require educational reference information that can be used to verify academic accomplishments and records.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Upon completion of the employment application, please e-mail it to the Human Resource Office at City Church Ministries at [hr@citychurchonline.org](mailto:hr@citychurchonline.org) or you may drop it off at the Church Office during business hours in a sealed envelope to protect your personal information. We will contact you to arrange an appointment to speak with you further about our openings.

Feel free to email or call if you have any questions.

Human Resource Office

608-221-1528 x1309

rv 11/29/2023

**APPLICATION FOR EMPLOYMENT**

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*City Church, Madison*

We consider all applicants for positions without regard to race, color, gender, marital status, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We consider each position a ministry position and will inquire into your personal faith in Christ and into your Christian experience.

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**GENERAL INFORMATION**

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Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

When would you be available to start? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Year Round ☐ Seasonal Only

Have you ever filed an application with City Church Ministries?

☐ Yes ☐ No

Have you ever been employed by City Church Ministries?

☐ Yes ☐ No

Do you have any relatives or know anyone employed by City Church, Abundant Life Christian School or Campus for Kids? If so, what are their names? \_\_\_\_\_

Do you know anyone that attends City Church services/events?

If so, what are their names? \_\_\_\_\_

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**PERSONAL INFORMATION**

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Name: \_\_\_\_\_  
Last First MiddleAddress: \_\_\_\_\_  
Street City State Zip

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_

May we contact you at work? ☐ Yes ☐ No At which phone number? : \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional paper if necessary).

Employer:		Dates Employed		Job Responsibilities
Address	Telephone #	From	To	
Starting Job Title / Final Job Title		Starting		
		Hourly Rate or Salary		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Final		
		Hourly Rate or Salary		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
If "no" please give reason: _____				
Employer:		Dates Employed		Job Responsibilities
Address	Telephone #	From	To	
Starting Job Title / Final Job Title		Starting		
		Hourly Rate or Salary		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Final		
		Hourly Rate or Salary		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
If "no" please give reason: _____				
Employer:		Dates Employed		Job Responsibilities
Address	Telephone #	From	To	
Starting Job Title / Final Job Title		Starting		
		Hourly Rate or Salary		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Final		
		Hourly Rate or Salary		
May We Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
If "no" please give reason: _____				

## EDUCATION INFORMATION

Complete the following information.

Name of School	Number of Years Completed	Degree or Diploma	Dates:		Major(s)
			From	To	
High School:					
City: State:					
College:					
City: State:					
College:					
City: State:					
Graduate:					
City: State:					

We may request that you provide a copy of your College Transcript based upon the position you're applying for.

## PROFESSIONAL AND SPIRITUAL REFERENCES

List contact information of three business/work references who **are not related** to you. Additionally, list 2 spiritual mentors and any personal references **who are not related** to you.

We require contact with both professional and spiritual references. We will confirm with you before reaching out so you can let them know we will be contacting them by phone and/or email.

Name	Company Name, City, State	Relationship	Contact Information
How long have they known you?		<input type="checkbox"/> Professional	Cell/Home: _____ Work: _____ e-mail: _____
How long have they known you?		<input type="checkbox"/> Professional	Cell/Home: _____ Work: _____ e-mail: _____
How long have they known you?		<input type="checkbox"/> Professional	Cell/Home: _____ Work: _____ e-mail: _____
How long have they known you?		<input type="checkbox"/> Spiritual Mentor <input type="checkbox"/> Personal	Cell/Home: _____ Work: _____ e-mail: _____
How long have they known you?		<input type="checkbox"/> Spiritual Mentor <input type="checkbox"/> Personal	Cell/Home: _____ Work: _____ e-mail: _____

*\*Because we are a Christian organization, we request the following information to be completed as thoroughly as possible. Meeting with a Senior level Pastor is also a part of our interview process.*

Church you attend: \_\_\_\_\_ Church Location: \_\_\_\_\_

Senior Pastor's Name: \_\_\_\_\_ Church's Phone # \_\_\_\_\_

Denomination: \_\_\_\_\_

Do you agree with City Church Ministries' "Statement of Faith" (see below)? ☐ Yes ☐ No

If you died today, do you know that you would go to heaven? ☐ Yes ☐ No

Explain your answer:

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Have you accepted Christ as your savior? ☐ Yes ☐ No

If so, approximately when was that? or how old were you? \_\_\_\_\_

Provide a brief explanation or testimony about your personal relationship and/or personal life experience with God and knowing Christ as your Savior:

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### Statement of Faith:

- The Bible is the only inspired, infallible, and authoritative Word of God.
- There is one God, eternally existent in three persons: The Father, Son and Holy Spirit.
- The deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His personal return in power and in glory.
- That justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit are absolutely essential for the salvation of lost and sinful man.
- That the prime agency for the work of God's Kingdom is the local Christian church functioning under the sovereignty of our Lord Jesus Christ. To the church have been entrusted the ordinances of Believer's Baptism and the Lord's Supper.
- In the present ministry of the Holy Spirit; which includes: the baptism in the Holy Spirit as an experience distinct from regeneration; His indwelling, by which the Christian is enabled to live a godly life; His supernatural gifting and empowering of the church for its work, life and worship.
- In the return of Jesus Christ to consummate His Kingdom in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.
- In the spiritual unity of believers in our Lord Jesus Christ.

The undersigned authorizes City Church Ministries to make any investigation of my employment history and any other information related to my suitability for employment. I authorize any employment reference(s) to disclose to City Church Ministries any information that they may have regarding me. In consideration of the review of this application, I hereby release City Church Ministries from any liability and for any damage which may result from the furnishing and receiving of this information.

The undersigned hereby affirms that all facts and statements set forth by them on this application for employment are complete and true to the best of their knowledge and belief. The undersigned also certifies that they have not knowingly withheld any facts or information which, if disclosed, would unfavorably affect their application. The undersigned understands that falsified or misleading information may be cause for refusal of employment or immediate grounds for dismissal if employed.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Forward the Pastoral Recommendation Form to your Pastor. The Pastor will return the form directly to the address listed below. Your application will be complete upon the receipt of the Pastoral Recommendation Form.**

**Return Completed Application and Signed Disclosure Forms to:**

[hr@citychurchonline.org](mailto:hr@citychurchonline.org)

Or Mail or Drop off to:

City Church Madison Inc.  
Attn: Human Resources Department  
4909 East Buckeye Road  
Madison, WI 53716