

**APPLICATION FOR EMPLOYMENT**

Evangelical Covenant Church  
208 Main Street North, New London, MN 56273  
320-354-2446; www.nlcovchurch.org

Attention: Jeff Koehler (Staff Relationship Team Chair); CELL 320-444-3487 (call or text)  
[jkkoeh.73@gmail.com](mailto:jkkoeh.73@gmail.com) Application Deadline is May 1, 2018

Position Desired \_\_\_\_\_ Date Applied \_\_\_\_\_

\_\_\_ Full Time \_\_\_ Part Time Salary Required: \_\_\_\_\_ Date you can start: \_\_\_\_\_

**PERSONAL**

Name: \_\_\_\_\_ SS# (not needed until hiring for background check)

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Have you ever been charged of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

If yes on either of the two previous questions please explain in writing... \_\_\_\_\_  
\_\_\_\_\_

Can you prove your U.S. Citizenship? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Not U.S. Citizen, please give Visa # & Expiration Date \_\_\_\_\_

**EDUCATION & TRAINING**

Type of School	Name/Location	Years Completed	Course of Study	Degree/Diploma Earned
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

**EMPLOYMENT**

1. Present Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Position Held: \_\_\_\_\_ Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Description of Primary Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

2. Present Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Position Held: \_\_\_\_\_ Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Description of Primary Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

3. Present Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Position Held: \_\_\_\_\_ Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Description of Primary Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES** (We prefer two work-related references and one personal)

1. Name: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

2. Name: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

3. Name: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**CHRISTIAN BACKGROUND**

(ECC is a faith-based bible believing ministry with foundation of faith in salvation through Jesus Christ alone)

Are you a born-again Christian? \_\_\_\_\_

If yes, briefly describe below how you came to Christ as your personal Savior: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you regularly attend worship and where and how often? \_\_\_\_\_

Are you a member of a church? \_\_\_\_\_ Which one? \_\_\_\_\_

What areas of the church ministry are you presently involved? \_\_\_\_\_

Are there any areas of ECC beliefs of which you have concern or are in conflict with? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT**

The undersigned applicant hereby certifies that the information contained on this Application for Employment is true and correct, and I have not omitted any facts, which I reasonably believe would reflect unfavorably on the Church’s decision to hire me. In addition, I hereby authorize the Church to contact any person or institution I have listed on this Application for Employment (unless otherwise indicated) and to independently verify the correctness of the information I have provided.

Employment is an ‘At Will’ employment with the Church and is for no definite period. ‘At Will’ Employment may be terminated by either the employee or the employer, at any time, with or without notice and with or without cause. This employment ‘At Will’ relationship may not be modified by any form of oral or implied agreement. No Church leader, supervisor or Church representative has the authority to alter this relationship, and the employee shall never interpret such a person’s remarks as a contract for and/or as a guarantee of continued employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_