Application for Employment

We appreciate your interest in serving at The Chapel. To help us understand your background, work experience, and educational history, we ask you to complete this application as accurately and comprehensively as possible. It will assist us in considering you for a position that best utilizes your strengths and meets our ministry needs. Information contained within this application will remain confidential and will be disclosed only to those individuals necessary, in order to carry out their responsibilities for The Chapel, or as required by law. You may forward your completed application, along with your resume, by email to jkim@chapel.org or mail them to Human Resources, The Chapel, 1200 American Way, Libertyville, IL 60048.

ABOUT YOU

Name:_____
Last First Middle

Address:_____
Street Address City State Zip Code

Home phone:_____ E-mail address:_____

Work phone:_____ Mobile Phone:_____

Position Desired:_____ Salary Expectations:_____

☐ Full Time ☐ Part Time ☐ Temporary ☐ Intern

When are you available for employment?_____

Are you authorized to work in the United States? ☐ Yes ☐ No

If yes, please state grounds (for example: US citizen, legal resident, employment authorization card, etc.):

If you are under 18 years old, please complete the following information:

Name of the school you currently attend: _____Grade: _____Date of Birth: _____

Parent/Guardian that can be contacted: _____

EDUCATION AND TRAINING

Type of School	Name of School City/State	Area of Concentration or Major/Minor	Diploma/ Degree	Years Completed
High School				
Vocational School				
College				
Graduate				
Other				

List any school activities, offices, or honors received that may be pertinent to the position for which you are applying:

List any professional designations conferred:

WORK EXPERIENCE

Please begin with present or most recent employment. List all jobs including part-time employment, self-employment, and military. Complete this section even if you attach a resume. Account for all periods of employment/unemployment. If you need more space, please attach a separate page.

Most Recent Employer:_____
Address (City and State) Phone Number

Most Recent Position Held:_____

Employment Dates: Starting _____ Ending _____ Starting Pay $_____ Ending Pay $_____

Supervisor/Manager:_____ May we contact them? ☐Yes ☐No

Reason for Seeking Other Employment:_____

Description of Primary Responsibilities:

Most Recent Employer:_____
Address (City and State) Phone Number

Most Recent Position Held:_____

Employment Dates: Starting _____ Ending _____ Starting Pay $_____ Ending Pay $_____

Supervisor/Manager:_____ May we contact them? ☐Yes ☐No

Reason for Seeking Other Employment:_____

Description of Primary Responsibilities:

Most Recent Employer:_____
Address (City and State) Phone Number

Most Recent Position Held:_____

Employment Dates: Starting _____ Ending _____ Starting Pay $_____ Ending Pay $_____

Supervisor/Manager:_____ May we contact them? ☐Yes ☐No

Reason for Seeking Other Employment:_____

Description of Primary Responsibilities:

ADDITIONAL SKILLS

Please list any computer software that you are proficient in:

Please list any special skills you possess (typing WPM, shorthand, etc.):

SPIRITUAL BACKGROUND

1. Have you committed to trust and follow Jesus Christ as your personal Lord and Savior?
☐Yes ☐No ☐Not sure

If yes, since when?_____
If no or not sure, please go to question 3.

2. Please share with us how you came to the decision to make Christ your Lord and Savior.

3. Do you regularly attend The Chapel's weekend service? ☐ Yes ☐ No

If yes, since when?_____Campus:_____

If no, please go to question 5.

4. Do you regularly attend a Group Life Small Group at The Chapel? ☐ Yes ☐ No

If yes, which one?_____ Small group leader:_____

If you are a small group leader, please list your small group coach:_____

5. If you do not currently attend The Chapel, which church do you attend?

Church Name:_____ City:_____

Contact Person:_____ Phone Number:_____

6. Please describe any current or previous volunteer ministry experience at The Chapel or your previous church. (Prior volunteer experience is not a prerequisite to employment at The Chapel).

MORE ABOUT YOU AND YOUR RELATIONSHIP WITH GOD

We would like to know more about what your everyday relationship with God looks like. If you have not made the decision to trust and follow Jesus Christ as your Lord and Savior, you may skip this section.

1. What is the primary way you connect with God?

2. What is the most significant change God has called you to make in your life?

3. What actions are you taking to grow and mature as a Christ-follower?

4. In light of the gifts, passions, skills God has given you, what do you think God wants you to accomplish within the next three years?

5. If you could create a future position at The Chapel for yourself, what would it be?

6. If you could change one thing about the way Christians in the United States express their faith, what would it be?

PERSONAL INFORMATION

Please know that this information will remain confidential and will be considered in light of the life-changing and healing power of Jesus Christ. An answer of "yes" on any question will not automatically disqualify you from employment. We desire to be as informed as possible about each applicant and understand how God has worked in your personal life. If you need more space, please attach a separate page.

1. The Chapel has a policy against employees using drugs, abusing prescription medication and/or alcohol, and exposing themselves to all forms of pornography. Do you have any habits or tendencies that will undermine your ability to follow this policy?

   ☐ Yes ☐ No

2. Are there any circumstances or patterns in your life which would make it inappropriate for you to work at The Chapel or which would compromise the integrity of The Chapel?

   ☐ Yes ☐ No

   If you answered yes to any of the personal information questions, please explain:

APPLICANT'S STATEMENTS

By signing below, I am verifying the following:

1. I agree and fully support The Chapel's Staff Expectations, Statement of Doctrine and Message Statement (which are included at the end of this application) while employed at The Chapel.

2. The information contained in this application is true and correct to the best of my knowledge and I have not omitted any facts, which may reflect unfavorably on The Chapel's decision to hire me. I give permission, if necessary, for The Chapel to contact any references (including church leadership). I authorize the release of the information contained in this application to any ministry at The Chapel in which I seek a position. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

3. If hired, I understand that employment is for no definite time period. Either I or The Chapel may terminate employment, at any time, with or without notice and with or without cause.

4. If hired, I understand that I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

Applicant's Signature:_____ Date:_____

Parent signature:_____ Date:_____
(If applicant is a minor)