

# The Charlotte Church Employment Questionnaire

## 1. *General Information*

Full Name (First/Middle/Last) \_\_\_\_\_

Telephone (Day/Evening) \_\_\_\_\_

Address (Street Address/City/State/Zip) \_\_\_\_\_

\_\_\_\_\_

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

## 2. *Position Information*

Position sought \_\_\_\_\_ Full time / Part time / Temporary (circle one)

Days and hours available to work \_\_\_\_\_

Date available to start work \_\_\_\_\_

## 3. *Employment History*

Please account for all employment within the past seven years, including periods of unemployment, starting with the most recent:

Employer & Type of Business \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Street Address / City / State / Zip \_\_\_\_\_

Position & duties \_\_\_\_\_

Employer & Type of Business \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Street Address / City / State / Zip) \_\_\_\_\_

Position & duties \_\_\_\_\_

Employer & Type of Business \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Street Address / City / State / Zip \_\_\_\_\_

Position & duties \_\_\_\_\_

## 4. *Educational History*

Please list schools you have attended and the degree(s) or certification(s) received from each school, and any vocational training you have received relevant to the position sought.

\_\_\_\_\_

Please list foreign languages you read, speak or write if relevant to the position sought.

\_\_\_\_\_

**Notice to potential employee:**

Because we take very seriously our legal and moral responsibility to provide for all of our staff, constituents and visitors an environment that is positive and wholesome, we seek to maintain a staff of blameless character and testimony. Therefore, as part of our background check on potential employees, we routinely consult with agencies (e.g., the National Crime Index Service) as well as local law enforcement officials and the U.S. Customs Service.

A conviction does not constitute an automatic bar to employment.

**5. Background Information**

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

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

Are any criminal charges currently pending against you in any jurisdiction? \_\_\_\_\_ If yes, please explain.

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

By whom were you referred for a position here \_\_\_\_\_

**6. Experience Working With Children**

Complete this section only if position requires responsibility for children.

Please list all current and previous experience, whether as an employee or as a volunteer, working with children, including the name of the organization for which you worked, the dates of your involvement, and the age range of the children with whom you worked.

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

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Hire is subject to employee meeting legal age requirements or submitting work permit, if under eighteen. Employment is conditioned on applicant submitting verification of legal right to work in the United States. If an interview is scheduled, please be prepared to submit professional and character references.

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**I acknowledge that all employment with the Church is at the will of the Church and further acknowledge the Church retains the right to terminate my employment for any reason or no reason.**

**I certify that all of the information contained in this questionnaire is true and correct, to the best of my knowledge.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date received by Human Resources Department** \_\_\_\_\_