

# APPLICATION for EMPLOYMENT

Please type or print clearly.

**PERSONAL INFORMATION**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

**CRIMINAL RECORD**

Have you ever been convicted of a crime?  Yes  No

If yes, explain number of conviction/s, nature of offense/s, date/s of each offense, sentences/s imposed, and type/s of rehabilitation.



**EMPLOYMENT DESIRED**

Position \_\_\_\_\_

Full-time  Part-time  Temporary  Summer

Referred by \_\_\_\_\_

Have you ever been employed by Oak Hills Fellowship?  Yes  No

If yes, please list dates, position/s, and department/s.

**EDUCATION**

Circle highest grade completed: 10 – 11 – 12 – GED – High School Diploma — College: 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8

Please complete the chart below.

NAMES AND ADDRESSES OF SCHOOLS ATTENDED	MAJOR/MINOR OR SPECIALIZATION	DEGREE OR LICENSE RECEIVED
High School		
College		
Graduate School		
Other Education or Training		

**OFFICE SKILLS** (if applicable):

- Typing: words per minute = \_\_\_\_\_
- Computer Skills:     MS Word     MS Excel     MS PowerPoint  
                                  PageMaker     InDesign     Photoshop     Illustrator  
 Other: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Are you presently employed?     Yes     No    If yes, may we contact your present employer?     Yes     No  
List your present or most recent employer first.

Job Title or Occupation:	From:	To:	Starting Salary: Ending Salary:
Employer's Name and Address:			
Employer's Phone Number: Supervisor's Name:			
Nature of your work:			
Reason for leaving:			

Job Title or Occupation:	From:	To:	Starting Salary: Ending Salary:
Employer's Name and Address:			
Employer's Phone Number: Supervisor's Name:			
Nature of your work:			
Reason for leaving:			

Job Title or Occupation:	From:	To:	Starting Salary: Ending Salary:
Employer's Name and Address:			
Employer's Phone Number: Supervisor's Name:			
Nature of your work:			
Reason for leaving:			

Please answer the following questions thoroughly. If you need additional space, please attach a separate sheet of paper.

**PERSONAL TESTIMONY**

Summarize your personal testimony with specific information.

**PERSONAL CHRISTIAN EXPERIENCE**

What do you consider to be the most significant events in your Christian life?

**MINISTRY INVOLVEMENT**

Are you actively involved in a local church? In evangelism? In missions at home and/or abroad?

Please describe your involvement.

**PERSONAL MOTIVATION**

Why do you desire to work at Oak Hills Fellowship/Christian College?

**MILITARY RECORD**

Have you ever been in the Armed Forces?  Yes  No

Are you now a member of the National Guard?  Yes  No

Speciality \_\_\_\_\_ Date entered \_\_\_\_\_ Discharge date \_\_\_\_\_

**DRIVING RECORD**

Do you have a valid driver's license?  Yes  No If yes, what type?  Operator  Commercial (CDL)  Chauffer

Driver's license # \_\_\_\_\_ State of issue \_\_\_\_\_ Expiration date \_\_\_\_\_

Have you had any accidents in the past three years?  Yes  No If yes, how many? \_\_\_\_\_

Have you had any moving violations in the past three years?  Yes  No If yes, how many? \_\_\_\_\_

**REFERENCES** (other than previous employers or relatives)

Name _____
Position or relationship to applicant _____
Address _____
_____
Phone _____ E-mail _____

Name _____
Position or relationship to applicant _____
Address _____
_____
Phone _____ E-mail _____

Name _____
Position or relationship to applicant _____
Address _____
_____
Phone _____ E-mail _____

Did you complete this application yourself?  Yes  No If not, who did? \_\_\_\_\_

I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief. I hereby authorize Oak Hills Fellowship to verify any information provided herein. If employed, I understand that any falsification of this record may be considered cause for termination. If employed, I understand that employment at Oak Hills Fellowship will be at will and shall be terminable at will by Oak Hills Fellowship or me with or without cause. I understand that a background check may be conducted as part of the interviewing process.

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

*Oak Hills Fellowship hires only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to provide verification of employment authorization and identity. Oak Hills Fellowship employs qualified individuals regardless of race, color, national or ethnic origin, age, gender or handicap. As a religious institution, Oak Hills Fellowship reserves the right to prefer employees or prospective employees on the basis of religion.*



## DOCTRINAL STATEMENT of OAK HILLS FELLOWSHIP

**SCRIPTURES:** We believe the Scriptures of the Old and New Testaments are all verbally inspired by God, without error as originally written, and our only infallible rule of faith and practice.

**THE GODHEAD:** We believe the Godhead eternally exists in three Persons, the Father, the Son, and the Holy Spirit, and these three are one God having precisely the same nature, attributes, perfection, and worthy of precisely the same homage, confidence, and obedience.

**THE SAVIOR:** We believe the Lord Jesus Christ is God manifest in the flesh. We hold to His virgin birth, sinless life, vicarious death, bodily resurrection, His ascension into heaven, His present high priestly ministry, His translation of the church, and His personal premillennial return to set up an earthly kingdom.

**THE HOLY SPIRIT:** We believe the Holy Spirit is the third Person of the Trinity who convicts the unsaved and effects the full salvation of the believer.

**MAN:** We believe, through the fall of man in Adam, all men are totally depraved and stand in need of regeneration.

**SALVATION FOR SINNERS:** We believe salvation was provided through Jesus Christ by His substitutionary and sacrificial death on the cross, sufficient for all, taking every legal obstacle out of the way, and that all must be born again or be forever lost.

**ETERNAL LIFE:** We believe eternal life is the sovereign work of God's grace implanted in the sinner when he believes and receives Christ.

**TWO DESTINIES:** We believe the destiny for the believer is to be present (at home) with the Lord and for the unbeliever is to be separated from the presence of the Lord in everlasting punishment.

**THE CHURCH:** We believe the church is an organism of which Christ is the head, made up of individual believers who have been saved by personal faith in the Lord Jesus Christ through the grace of God and baptized into Christ's body by the Holy Spirit.

**ONE COMMISSION:** We believe the great evangelistic and missionary commission given by Jesus Christ to the disciples and to the continuing church is that of making Christ known by word and example and bringing to maturity those who believe by instruction in the Word.

- The Doctrinal Statement above represents my own theological position.
- The Doctrinal Statement above represents my own theological position except for:  
(Please explain your area of difference.)

- I have questions about the Doctrinal Statement; they are described on a separate sheet of paper.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**DECLARATION of ETHICAL and MORAL INTEGRITY**

As an applicant for employment or for a volunteer position at Oak Hills Fellowship and its ministries, I (print name) \_\_\_\_\_ recognize, understand, and agree to pursue righteousness in order to live by the moral and ethical standards as set forth in Scripture. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not engaging, will not engage, nor have I been in the past five years engaged in sexually immoral (fornication, adultery, rape, homosexuality, bestiality, pedophilia and the like) or abusive (physical or sexual) conduct, as defined by Scripture or state law. I do declare that the above statement is factual and true. By affixing my signature I declare that I meet the moral and ethical standards of Oak Hills Fellowship. Additionally, I understand that a complete background check will be conducted as part of the hiring process.

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Applicant's signature

Date

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Administrator's signature after discussion with applicant

Date

# VOLUNTARY SELF-DISCLOSURE FORM

## Invitation to Self-Identity



Name \_\_\_\_\_  
Date \_\_\_\_\_

Oak Hills Fellowship/Christian College is an Equal Opportunity Employer and is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require OHF/CC to invite employees/applicants to voluntarily self-identify their race/ethnicity, gender, and veteran status.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

Note: Submission of this information is **voluntary**. Information will be kept confidential. Refusal to provide information will not subject you to any adverse treatment or be used when considering you for employment with our company.

All information will be reported in the same seven race/ethnicity categories, two gender categories, and four Veteran categories identified on the preceding page.

To comply with federal/state Equal Employment Opportunity (EEO) and Affirmative Action Program (AAP) recordkeeping and reporting requirements, we invite you to answer the following questions.

### RACE/ETHNICITY

Please check **one** that describes the race/ethnicity category with which you primarily identify.

- Hispanic or Latino:** a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of ethnicity
- White (*not Hispanic or Latino*):** a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American (*not Hispanic or Latino*):** a person having origins in any of the black ethnic groups of Africa
- Native Hawaiian or other Pacific Islander (*not Hispanic or Latino*):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Asian (*not Hispanic or Latino*):** a person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- American Indian or Alaska Native (*not Hispanic or Latino*):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment
- Two or more races (*not Hispanic or Latino*):** all persons who identify with more than one of the above five races

### VETERAN STATUS

Are you a veteran?

- Yes — latest military discharge date: \_\_\_\_\_
- No

If yes, please check **all** that describe your veteran status.

#### SPECIAL DISABLED VETERAN

- (A) a veteran who is entitled to compensation (or who, but for receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment disability OR
- (B) a veteran who was discharged or released from active duty because of a service-connected disability

**VIETNAM-ERA VETERAN**

(A) a veteran who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1967, and May 7, 1975, and was discharged or released with other than a dishonorable discharge OR

(B) a veteran who was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975 OR

(C) a veteran who served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961 and May 7, 1975

**OTHER PROTECTED VETERAN**

A veteran in one of the following groups:

(A) veterans who served in a "war" OR

(B) veterans whose service in a campaign or expedition for which a campaign badge has been authorized or an expeditionary medal has been awarded. This includes a number of military engagements

**RECENTLY SEPARATED VETERAN**

Any veteran who began employment at OHCC within one year of being discharged or released from active duty in the U.S. military, ground, naval, or air force

**GENDER**

- Male
- Female

**AGE**

- 40 years or under
- Over 40 years

**DISABILITY STATUS**

Definition: *An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.*

Do you have a disability?

- Yes
- No

If yes, can you perform all of the essential functions of the job with reasonable accommodations?

- Yes
- No

If no, what kind of accommodations do you require? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How did you hear about this job vacancy?**

- Newspaper (please specify) \_\_\_\_\_
- Vacancy notice (specify location) \_\_\_\_\_
- Oak Hills website \_\_\_\_\_
- Other website (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_