

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

Niles Discovery Church
APPLICATION FOR EMPLOYMENT

OFFICE SKILLS

Typing/	<input type="checkbox"/> Yes			<input type="checkbox"/> Yes
Word Proc.	<input type="checkbox"/> No	_____ WPM	10-Key?	<input type="checkbox"/> No
Personal	<input type="checkbox"/> Yes	PC	<input type="checkbox"/>	Other _____
Computer	<input type="checkbox"/> No	Mac	<input type="checkbox"/>	Skills _____

Do you have experience with the following software?

MS Word	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MS PowerPoint	<input type="checkbox"/> Yes	<input type="checkbox"/> No
MS Access (or other relational database)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MS Excel	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			MS Publisher	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
<input type="checkbox"/> Home <input type="checkbox"/> Office	<input type="checkbox"/> Home <input type="checkbox"/> Office
Telephone () _____	Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying that are not already described on your resume.

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Niles Discovery Church (hereinafter called "Niles Church"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Niles Church practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Niles Discovery Church, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Pastor/Moderator of Niles Church. Both the undersigned and Niles Church may end the employment relationship at any time, without specified notice or reason. If employed, I understand that Niles Church may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Niles Church permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Niles Church from any liability as a result of such contact.

I understand that, in connection with the routine processing of this employment application, Niles Church may perform background checks.

I further understand that my employment with Niles Church shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with Niles Church is terminable at will for any reason by either party.

Signature of applicant _____ **Date:** _____

Niles Discovery Church adheres to a policy of making employment decisions without regard to race, color, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Niles Church depends solely on your qualifications and the job requirements.

Thank you for completing this application form and for your interest in our employment opportunity.