



Lake Avenue Church
 393 N. Lake Avenue
 Pasadena, CA 91101
 626.844.4700

EMPLOYMENT APPLICATION

Complete **each** section, including employment experience, even if a resume is attached. Please print.

Last Name:		First Name:		Middle:	Date:
No. & Street Address:			City:		State:
Business phone:			Home / Mobile phone:		Zip:
Email address:			Position applying for:		Pay expected:
Are you applying for full time regular work? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when:		Are you applying for part-time regular work? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you applying for temporary work, e.g., summer or holiday work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What days and hours are you available for work?			If applying for temporary work, during what period of time will you be available? From: _____ To: _____		
Are you available for work on weekends? Yes <input type="checkbox"/> No <input type="checkbox"/>			Would you be available to work overtime, if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If hired, what date can you start work?			How did you hear about Lake Avenue Church and this job opening?		
Have you ever applied to or worked for Lake Avenue Church before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when:					
Why are you applying for work at Lake Avenue Church?					
If hired, would you have a reliable means of transportation to and from work? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)					

LAKE AVENUE CHURCH – EMPLOYMENT APPLICATION

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Lake Avenue Church has a policy that relatives of any of our employees are ineligible for employment opportunities. The church reserves the right to make exceptions to this general policy for specific ministry business needs (e.g., temporary summer staffers or other specific needs), where, in the sole discretion of the church, the hiring of a relative is not likely to pose problems with conflicts of interest, supervision, safety, or morale.

EDUCATION, TRAINING & EXPERIENCE:

School Name and Address	No. of Years Completed	Did you graduate	Degree or Diploma
High School:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vocational/Business:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Lake Avenue Church? Yes No

If so, please explain:

EMPLOYMENT HISTORY:

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Employer:	Dates Employed - From: To:
Address:	Telephone No.:
Your Supervisor's name:	Reason for Leaving:
Your Position and Duties:	
Current Employer: Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, reason:

Employer:	Dates Employed - From: To:
Address:	Telephone No.:
Your Supervisor's name:	Reason for Leaving:
Your Position and Duties:	
May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, reason:	

EMPLOYMENT HISTORY CONTINUED:

Employer:	Dates Employed - From:	To:
Address:	Telephone No.:	
Your Supervisor's name:	Reason for Leaving:	
Your Position and Duties:		
May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If not, reason:		

Employer:	Dates Employed - From:	To:
Address:	Telephone No.:	
Your Supervisor's name:	Reason for Leaving:	
Your Position and Duties:		
May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If not, reason:		

REFERENCES:

List below three persons not related to you or to each other. **Two** references must be from people who have served with you in ministry. **One** referenece must have knowledge of your work performance within the last three years.

Reference Name:	Reference type: Ministry <input type="checkbox"/> or Professional <input type="checkbox"/>
Email:	Phone number:
Business or Ministry name:	Years known:

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Email:	Phone number:
Business or Ministry name:	Years known:

STATEMENT OF APPLICANT’S CHRISTIAN FAITH:

Lake Avenue Church is organized to witness, worship and serve as a Christian community of believers in Jesus Christ as Lord and Savior. Because Lake Avenue Church is committed to Christian ministry, we are concerned that our employees also be committed to this perspective. When an individual begins employment, they are expected to sign a Service Covenant, which is a statement of Christian faith and a pledge to accept the responsibility of serving Christ at Lake Avenue Church. Part of this responsibility includes a commitment to live a lifestyle consistent with the [mission, vision and core values](#) of Lake Avenue Church and the principles of God’s Word.

Please take a moment to answer the following questions, which will help us evaluate our compatibility. We appreciate and thank you for sharing your thoughts with us.

Are you currently attending church? Yes No

If yes, what is the name of your church? _____

What is your Pastor’s name? _____

In what ways are you involved in your church and/or other Christian organizations:

Please write a brief statement of your Christian Testimony and Experience.

Please read the Lake Avenue Church [Statement of Faith](#). All applicants must confirm they have reviewed and are in agreement with our Statement of Faith.

Yes, I agree with the Statement of Faith. No, I do not agree. I would like to discuss.

EMPLOYMENT AT-WILL:

Employment at Lake Avenue Church is at-will. This means that employment is with the mutual consent of you and the church. Consequently, both you and the church have the right to terminate the employment relationship for any reason, with or without cause, and with or without notice at any time at the option of you or the church.

Neither this document nor any statement or conduct by Lake Avenue Church or its employees shall limit the right of the church to terminate employment at-will. Other than as stated below, no employee of the church has any authority to enter into an agreement, express or implied, for employment for any specified period of time or to make an agreement for employment other than at-will. This at-will policy may be specifically modified *only* by an express written agreement signed by you and the Senior Pastor of Lake Avenue Church, a copy of which will be placed in your Human Resources file as record of such modification.

Consistent with this policy of at-will employment, compensation increases, compensation decreases, discipline, promotions, demotions, and changes in job responsibilities are solely within the discretion of the church. Thus, the church may increase or decrease your salary, hourly wage or other compensation at any time. The church may also discipline, promote, demote or reassign you at any time, as the church sees fit in its sole discretion.

Changes in compensation, promotions, demotions and/or job responsibilities do not effect the church’s right to terminate your employment at-will. The church reserves the right to discipline, promote, demote, reassign job responsibilities or change the pay of its employees at any time, with or without advance notice, at its sole discretion.

Although other church policies and procedures may change from time to time, this basic employment “at-will” agreement will remain in effect throughout your employment with Lake Avenue Church.

Signature below applies to our Employment At-Will section above:

Date

Signature

AGREEMENT TO ARBITRATE DISPUTES:

Any and all disputes between you and Lake Avenue Church that arise out of your employment with the church, including disputes involving the terms of this document, shall be resolved through final and binding arbitration. This shall include, without limitation, disputes relating to this document, your employment by Lake Avenue Church or the termination thereof, claims for breach of contract or breach of the covenant of good faith and fair dealing, wage disputes, and any claims of discrimination or other claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans With Disabilities Act, the California Fair Employment and Housing Act, or any other federal, state or local law or regulation now in existence or hereinafter enacted and as amended from time to time concerning in any way the subject of your employment with Lake Avenue Church or your termination. The only claims not covered by this Arbitration Agreement are claims for benefits under the workers’ compensation or unemployment insurance laws, which will be resolved pursuant to those laws. Notices of requests to arbitrate a covered claim must be made within the applicable statute of limitations. Binding arbitration will be conducted in Los Angeles County, California in accordance with the rules and regulations of the American Arbitration Association (“AAA”). Discovery may be carried out under the supervision of the arbitrator appointed pursuant to the rules of the AAA. You will be responsible for paying the same fee to initiate the arbitration that you would pay to file a civil lawsuit.

Lake Avenue Church will pay any remaining cost of the arbitration filing and hearing fees, including the cost of the arbitrator. Each side will bear its own attorneys’ fees, that is, the arbitrator will not have authority to award attorneys’ fees unless a statutory section at issue in the dispute authorizes the award of attorneys’ fees to the prevailing party, in which case the arbitrator has authority to make such award as permitted by the statute in question. You understand and agree that the arbitration shall be instead of any civil litigation and that this means that you are waiving any right you may have to a jury trial as to such claims. The parties further understand and agree that the arbitrator will issue a written decision and that the arbitrator’s decision shall be final and binding to the fullest extent permitted by law and enforceable by any court having jurisdiction.

Signature below applies to our Agreement to Arbitrate Disputes section above:

Date

Signature

CERTIFICATION:

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. _____

I hereby authorize Lake Avenue Church to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to Lake Avenue Church any information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Lake Avenue Church, my former employers and all others from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. _____

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Lake Avenue Church. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Lake Avenue Church, and that no promises or representations contrary to the foregoing are binding on Lake Avenue Church unless made in writing and signed by me and Lake Avenue Church's designated representative. _____

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. _____

Lake Avenue Church will consider qualified applicants in a manner consistent with state and local "Fair Chance" laws.

Date

Applicant's Signature