



**FOOTHILLS**  
CHURCH  
EMPLOYMENT APPLICATION

Complete the entire application

Send completed application, cover letter,  
resume, and photo to:  
[info@foothillschurch.com](mailto:info@foothillschurch.com)  
or mail to:

**Foothills Church**  
**Attn: Employment**  
**1551 W. Lamar Alexander Pkwy**  
**Maryville, TN 37801**

Be mindful of the application deadline.  
Late applications may not be considered.

# PERSONAL INFORMATION

LAST FIRST M.I. DATE  
NAME

STREET APT # CITY  
CURRENT ADDRESS

STATE ZIP CODE PHONE  
CURRENT ADDRESS

EMAIL

DATE AVAILABLE SOCIAL SECURITY #

DATE OF BIRTH MARITAL STATUS

NAMES & AGES OF CHILDREN (IF APPLICABLE)

CHURCH MEMBERSHIP POSITION APPLYING FOR

ARE YOU A U.S. CITIZEN? YES NO IF NO, ARE YOU AUTHORIZED TO WORK IN THE U.S.?

HAVE YOU EVER WORKED FOR THIS COMPANY? IF SO, WHEN?

NAME RELATIONSHIP PHONE  
EMERGENCY CONTACT

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? IF YES, PLEASE EXPLAIN.

**SUMMARY OF YOUR SALVATION EXPERIENCE**

## REFERENCES

NAME

PHONE NUMBER

COMPANY

RELATIONSHIP

ADDRESS

NAME

PHONE NUMBER

COMPANY

RELATIONSHIP

ADDRESS

NAME

PHONE NUMBER

COMPANY

RELATIONSHIP

ADDRESS

## EDUCATION

NAME

GRADUATION DATE

LOCATION (CITY, STATE)

HIGH SCHOOL

NAME

DATES ATTENDED

LOCATION (CITY, STATE)

COLLEGE

DEGREE / DIPLOMA EARNED

NAME

DATES ATTENDED

LOCATION (CITY, STATE)

COLLEGE

DEGREE / DIPLOMA EARNED

# WORK HISTORY

COMPANY

PHONE NUMBER

ADDRESS

SUPERVISOR

JOB TITLE

RESPONSIBILITIES

FROM

TO

REASON FOR LEAVING

MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE?

COMPANY

PHONE NUMBER

ADDRESS

SUPERVISOR

JOB TITLE

RESPONSIBILITIES

FROM

TO

REASON FOR LEAVING

MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE?

COMPANY

PHONE NUMBER

ADDRESS

SUPERVISOR

JOB TITLE

RESPONSIBILITIES

FROM

TO

REASON FOR LEAVING

MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE?

# APPLICATION AGREEMENT

**Please review your answers and each of the following paragraphs carefully before initialing each paragraph and signing the statement below.**

By my signature placed below, I affirm that the information provided in this employment application and related supplemental application is true and complete. \_\_\_\_\_

I understand that if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than for payment, at the rate agreed upon for services actually rendered. I agree to immediately notify Foothills Church if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired. \_\_\_\_\_

I authorize the investigation of statements contained in this application and related supplemental applications. I also authorize Foothills Church to contact my past employers and listed references and other references that might know of my qualifications for employment and said employers or references are released from any and all liability which may result from furnishing such information. \_\_\_\_\_

I authorize any person, school, current employer (except as previously noted), past employer(s) and organizations who might know of my qualifications for employment to provide Foothills Church with relevant information and opinion that may be useful to Foothills Church in making a hiring decision, and I release such person and organizations from any legal liability in making such statements. \_\_\_\_\_

I understand that after a conditional job offer has been extended to me, but before I begin work, I may be given a drug test. My signature on this application gives consent for this drug test. \_\_\_\_\_

I understand and agree that, if hired, I may be required to submit to a drug test if Foothills Church determines it has a reasonable suspicion that I am using or under the influence of drugs or alcohol. I also understand and agree that, if hired, I may be required to submit to a search of my personal property if Foothills Church determines it has a reasonable suspicion of theft or possession of drugs, weapons, or stolen property while on the property of Foothills Church. \_\_\_\_\_

I understand that this application and related supplemental applications do not, by themselves, create a contract of employment. I understand and agree that if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS APPLICATION AND RELATED SUPPLEMENTAL APPLICATION FORM. \_\_\_\_\_

This application and related supplemental application is only good for 12 months from date submitted. If employed, this application and related supplemental application will become part of my permanent file.

SIGNATURE

DATE

SIGNATURE IS REQUIRED TO COMPLETE APPLICATION AND/OR SUPPLEMENTAL APPLICATION

# STATEMENT OF ETHICS

Members of the Foothills Staff are expected to exhibit a Christ-centered, servant attitude in the way that they carry out their responsibilities.

- 1.** Foothills Church Staff agree to Foothills Church’s Statement of Faith and will refrain from advocating doctrines not included in the Statement of Faith in such a way as to cause dissension.
- 2.** Foothills Church Staff will follow and respect the leadership of the church. Response time to phone calls and e-mails from co-workers should be fast and considerate.
- 3.** Foothills Church Staff will exhibit a “whatever it takes” attitude in all tasks they are asked to undertake
- 4.** Foothills Church Staff will make their own spiritual and professional growth a top priority.
- 5.** Foothills Church Staff will exhibit integrity and represent the church appropriately at all times.
  - Although much care will be given on a personal level to restore the individual, sexual sins (such as fornication, adultery, improper use of Foothills Church’s computers for pornographic material, etc.) will be dealt with quickly.
  - Other public sins (stealing, drunkenness, abuse of others, etc.) that reflect poorly on the cause of Christ and the reputation of this church will be dealt with quickly.
  - Foothills Church Staff will abstain completely from using illegal drugs.
- 6.** Foothills Church Staff will be “above reproach” in all areas of contact with the opposite sex.
  - Married staff should not meet alone with a person of the opposite sex (not his/her spouse) in public.
  - Single staff should not meet (or ride in a car) with a married person of the opposite sex alone in public.
- 7.** Foothills Church Staff value punctuality on all occasions.
- 8.** Foothills Church Staff will exhibit a positive attitude at all times and will never talk negatively about other staff members or staff decisions to anyone on staff or in the church. Decisions can be discussed thoroughly in staff meetings, but will be supported publicly.
- 9.** As many delicate and personal issues are addressed within a church setting, complete confidentiality is required for all staff meetings and staff conversations. However, you should never promise anyone who confides in you (when in your church capacity) that you will not share it with someone else on staff if it is appropriate.

I certify that the above Statement was explained to me and I fully understand and agree:

NAME (PRINT)

SIGNATURE

DATE