

# Alger Park Church | Lead Pastor Employment Application

## Overview

Thank you for your interest in employment with Alger Park Church (APC). We encourage you to pray for God's direction before applying. APC's hiring process is detailed and includes multiple steps that are designed to help us achieve our goal of selecting qualified applicants.

We are excited to learn more about your God-given gifts and talents to advance His Kingdom! Our work environment is relaxed and family-friendly. Staff members are regularly encouraged in their spiritual walk and growth, and to depend on the power and presence of the Holy Spirit to fulfill their part in accomplishing His purpose.

The information you give us will be used to confidently consider you for the position of Lead Pastor at Alger Park Church. The information provided will remain confidential to the search committee during the preliminary screening. Once one or more of the finalist(s) have been identified for this position, the application will be made available to the Church Council and staff for further consideration for formal candidacy.

## Applying to the Role

Please submit the following information via email: [pastorsearch@algerparkchurch.org](mailto:pastorsearch@algerparkchurch.org)

1. This Employment Application (to be completed by all external applicants)
2. Resumé
3. If available, your Ministry Profile

## APC's applicant considerations as follows:

1. As part of APC's search process for Lead Pastor, the search committee prescreens applications and selects candidates to undergo the interview process.
2. The applicant(s) selected to continue in the consideration process will be scheduled for an initial interview virtually or in-person with representatives from the Search Committee. APC will notify applicant(s) that were not selected for the consideration process.
3. The applicant(s) selected to continue with the final consideration process will be scheduled for an additional in-person interview.
4. Once a final applicant has been selected and a conditional offer has been made, APC will make every effort to notify the remaining applicant(s) who were selected to begin the consideration process. Please note that all offers of employment are conditioned upon the applicant passing a pre-employment background check, confirmation of employment eligibility in the United States, and confirmation of additional position specific requirements (i.e. education, certifications, licensures, Live Scan, etc.).

Please prayerfully consider if God is calling you to serve as Lead Pastor at APC, and complete all required materials thoroughly. For questions, contact the search committee at [pastorsearch@algerparkchurch.org](mailto:pastorsearch@algerparkchurch.org). May God guide you in this process.

# Application For Employment

APPLICANT INFORMATION		
First Name:	Last Name:	Middle Int.:
Street Address:	Apartment/Unit #:	
City:	State:	ZIP:
Email Address:		
Position Desired: Lead Pastor	Date Available:	Desired Salary:
Are you legally able to work for any employer in the United States? (If hired, proof of work authorization will be required)		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever been convicted of a crime, including felony or misdemeanor, within the past seven years? If yes, state offense, date and location:		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
(Note: a conviction will not automatically disqualify you from employment. In answering this question, the following convictions do not require a "yes" response: (1) a marijuana a-related misdemeanor conviction that occurred more than two years ago, (2) an offense for which you were referred to, and participated in, a pre or past-trial diversion program, (3) any conviction that has been sealed, expunged or eradicated by order of the court, or (4) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and case has been dismissed by the court.)		

EDUCATION AND TRAINING			
Educational/Training Path	Name of Institution	Start Date	End Date

EDUCATION AND TRAINING (cont.)					
License/Certifications/ Registrations	Lic/Cert/Reg #	Issue Date MM/YY	Issued By	Expiration Date MM/YY	Issued By State/County

List any scholastic honors, scholarships, publications, professional licenses or certificates earned:

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## PREVIOUS EMPLOYMENT

Please complete the following sections starting with your most recent employment including all secular and faith-based employment going back **10 years**. Note: A resume of your employment will not be accepted in lieu of completing the employment history section. **All sections must be completed.**

1. Church/Company:

Phone:

Email:

Address:

Supervisor:

Job Title:

Responsibilities:

From:

To:

Reason for Leaving:

Full Time ☐ Part Time ☐

Hours worked per week: \_\_\_\_\_

May we contact your employer? YES ☐ NO ☐

If no, please explain why.

2. Church/Company:

Phone:

Email:

Address:

Supervisor:

Job Title:

Responsibilities:

From:

To:

Reason for Leaving:

Full Time ☐ Part Time ☐

Hours worked per week: \_\_\_\_\_

May we contact your employer? YES ☐ NO ☐

If no, please explain why.

3. Church/Company:

Phone:

Email:

Address:

Supervisor:

Job Title:

Responsibilities:

From:

To:

Reason for Leaving:

Full Time ☐ Part Time ☐

Hours worked per week: \_\_\_\_\_

May we contact your employer? YES ☐ NO ☐

If no, please explain why.

# Application For Employment

## Additional Information

Please use this space to provide any additional information concerning your experience or other special qualifications not listed elsewhere in this application:

## PERSONAL RELATIONSHIP WITH JESUS CHRIST

It is our desire that all employees feel comfortable within the Christian environment that they will find at Alger Park Church. Due to the unique nature and purpose of our organization, all employees are required to participate in ministry devotions and prayer. Also, each employee is expected to be able to share with business associates, guests and visitors about his or her experience of having a personal relationship with Jesus Christ. In light of these facts, the following information is required as an occupational qualification.

1. Have you committed to trust and follow Jesus Christ as your personal Lord and Savior? YES ☐ NO ☐ UNSURE ☐

If yes, since when?

2. Please give a brief statement of your personal relationship with Jesus Christ and how it began:

# Application For Employment

## Questions

What interests you in this position?

Describe your past positions and experiences and how they equip you for the position of Lead Pastor.

How do you feel your gifts prepare you to serve Alger Park Church specifically?

Is there anything else you would like us to know about yourself?

# Application For Employment

## APPLICANT'S CERTIFICATION AND RELEASE OF INFORMATION AUTHORIZATION

Please read each paragraph below carefully. If you are selected for an interview, you will be required to initial each paragraph at that time to document your understanding of this information. And, if selected for hire, your commitment to fulfill and sustain these requirements during your Alger Park Church employment.

\_\_\_\_\_ I certify that the information given by me in this application, and any resume or other supporting materials, is true and correct to the best of my knowledge and contains no relevant omissions of any kind. I understand that any false or misleading statements or relevant omissions of fact made by me in this Application For Employment, my resume or during the interview or consideration process will disqualify me from employment or, if hired, may result in my termination of employment.

\_\_\_\_\_ I hereby authorize Alger Park Church and/or its authorized agents to contact any of my previous employers or to contact schools, companies, corporations, law enforcement agencies, persons and educational institutions, and other relevant organizations as noted above to obtain information related to my suitability for employment or continued employment. I authorize the investigation of all statements contained herein and authorize the entities and individuals listed above to give you information concerning my previous employment and any pertinent information they may have regarding my qualifications or suitability for employment. And, I release all parties from all liability for any damages that may result from furnishing information to you.

\_\_\_\_\_ I understand that if hired, I will be required to comply with all of Alger Park Church's policies and procedures. I understand that, with the exception of the At-Will Employment policy, APC's policies, procedures and benefits may be changed, modified, deleted or added to at any time at the APC's sole discretion with or without prior notice. I also understand that this is an application for employment and not an employment contract.

\_\_\_\_\_ If hired, I will be required to submit the applicable documents that will affirm my legal authorization to work in the United States. This verification of eligibility is completed in compliance with the Immigration Reform and Control Act of 1986, which applies to all persons hired with any U.S. employer after November 6, 1986. Upon submission of these documents, I will also be asked to sign an I-9 Employment Verification form indicating that I am a citizen or national of the U.S., an alien lawfully admitted for permanent residence, or an alien who is otherwise authorized by immigration laws to obtain lawful employment in the U.S.

\_\_\_\_\_ I understand that nothing contained in this Application For Employment or interview is intended to constitute an agreement or contract between APC and me for employment or other benefits. I understand that, if hired, my employment will be at-will, which means that APC or the employee end the employment relationship at any time with or without notice and with or without cause.

\_\_\_\_\_ If employed by APC in a position that requires the operation of a company owned or leased vehicle, I authorize APC to obtain a copy of my motor vehicle record and updated copies as needed for the duration of my employment.

\_\_\_\_\_ I understand this application will be active for a period of 90 days. After that time, if I wish to be considered for employment, I must submit a new application.

In accordance with the Immigration Reform and Control Act of 1986, which prohibits the employment of unauthorized aliens and requires employers to verify the employment eligibility of all new employees, an offer of employment is conditioned upon receipt from the employee of the I-9 Employment Verification form required by the U.S. Department of Justice within three days of employment. That includes evidence of personal identity and of authorization to work in the United States. Failure to submit such proof within the required time will result in the termination of your employment.

If you receive an offer of employment, are you able to provide the required documentation to prove your eligibility to work legally in the U.S. (i.e., U.S. citizen, permanent U.S. resident or possess a valid Visa that documents your current eligibility for U.S. employment)?

YES ☐ NO ☐

APC is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, sex, national origin, age, or any other protected status in accordance with all applicable federal laws. When necessary, the Church also makes reasonable accommodations for disabled employees. This policy shall not be construed as the Church's waiver of any exemptions permitted to it under the "ministerial exemption" and/or "religious entity exemption" under applicable state and federal law, including Michigan's Elliott-Larsen Civil Rights Act and Title VII of the Civil Rights Act of 1964.

## ACKNOWLEDGMENT

Signature:

Date: