



6612 Creedmoor Rd.
Raleigh, NC 27613-3644
Phone (919) 847-2818

Employment Application

Please complete the application and return it along with your resume and cover letter to Paula Jones, Business Administrator. You may email it to paula@asburyleigh.org or mail to the address above.

Name _____ Date Submitted _____
Last First Middle

PERSONAL DATA:

Address _____
Address City State Zip

Telephone _____
Home Other (cell, work)

Email _____

Social Security # _____ Referred by _____

Position for which you're applying: _____

Availability: _____ Full-Time _____ Part-Time _____ Temporary Preferred Start: _____

What are your salary requirements? _____

Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

Employment History

List your last three employers, assignments, or volunteer activities, including any military experience, starting with the most recent:

Employer	_____				
Address	_____	_____	_____	_____	
	Address	City	State	Zip	
Position	_____				
Supervisor & Title	_____		Phone	_____	
Dates employed	_____	Starting Salary \$	_____	Ending Salary \$	_____
Reason for leaving	_____				
Summary of responsibilities	_____				

Employer	_____				
Address	_____	_____	_____	_____	
	Address	City	State	Zip	
Position	_____				
Supervisor & Title	_____		Phone	_____	
Dates employed	_____	Starting Salary \$	_____	Ending Salary \$	_____
Reason for leaving	_____				
Summary of responsibilities	_____				

Employer	_____				
Address	_____	_____	_____	_____	
	Address	City	State	Zip	
Position	_____				
Supervisor & Title	_____		Phone	_____	
Dates employed	_____	Starting Salary \$	_____	Ending Salary \$	_____
Reason for leaving	_____				
Summary of responsibilities	_____				

May we contact the employers listed above? Yes No

Personal References

Please list three personal references. These should not be relatives and should include at least one member of Asbury, if possible.

Name	Address and Telephone Number	Years Known/Relationship

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

____ Yes

____ No

If "yes," please explain, including nature of the offense, date, court location, and any other relevant information.

Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

Please answer each of the following questions. You may use separate sheets of paper, if needed.

1. Describe your faith journey, including comment on how your faith in Jesus Christ influences your daily living and relationships with others.

2. What are your spiritual gifts? Describe how you might utilize those gifts in this position.

3. Describe your past experience that may be helpful in this position.

4. Please list training and education opportunities you have participated in that would be beneficial for this position.

5. What is your vision for your role as it relates to Asbury's mission, strategy, values and measures articulated below?

Our Mission: Engaging people in relationships where Christ transforms.

Our Strategy: We ENGAGE...in Worship...with Groups...through Service.

Our Values: Serving Compassionately, Growing Biblically, Supporting Family, Connecting Authentically, Giving Generously, and Welcoming Unconditionally.

Our Mission Measures:

- What am I talking to Jesus about?
- When have I dug into God's story?
- How have I shared generously?
- What have I risked to serve?
- How have I sought to be self-emptied and spirit-filled?
- When have I engaged in transforming relationship?
- Am I anyone's 2 AM friend?

6. The Staff of Asbury Church has worked together to create a Staff Covenant. Please review the portion below and comment as to how you envision ministry in this environment.

The Asbury Staff Behavioral Covenant

In our work and conversations as Staff, we realize that there can be conflict, disagreements, and misunderstandings. We can be guided by healthy norms in order to maintain clear communication and personal assumptions. Therefore, we covenant together in these guidelines for loving relationships and values to guide our ministry.

1. We promise to value each other as gifts from God and will strive to live and work in respectful relationship. John 13:34, Romans 12:10
2. We promise to value, as a team, the ministry of Asbury under the leadership of our Lead Pastor. Hebrews 13:17, 1Thess. 5:13
3. We promise to make our thoughts captive to the obedience of Christ, to express criticism and negative feelings first to the person not to others and seek reconciliation as far as possible. Romans 12:18, 2 Cor. 10:5
4. We promise to maintain relationships of confidentiality with regard to personal and professional matters.
5. We accept disagreement, conflict and evaluation as normal and natural. In this regard, we will seek to deal constructively with disagreements or conflicts by avoiding triangles and practicing the Jesus Rule in Matthew 18:15-17 Matthew 5:23-24
6. We promise to lead by following the example of Christ. 1 Cor.11:1, Titus 2:7
7. We, as those forgiven by God, seek also to be a forgiving team, offering God's forgiveness to one another and others with whom we have opportunity to share the forgiving nature of Christ. Col. 3:13
8. We promise to support one another and the mission of the church through prayer. Col. 4:2
9. We seek to build each other up and not tear down.
10. We respect and honor the office of all staff members and other lay leaders.
11. We see to communicate clearly and completely.
12. We offer our opinions with love and humility.
13. We make positive investments in each other's lives.
14. We seek to discover what is best for our mission as a whole, not what may be best for us or for some ministry or group in the church.

Equal Opportunity Employer

Asbury Church (hereafter referred to as "Asbury") is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, gender, disability, age or national origin.

Applicant's Statement

I understand and agree that any misrepresentation by me in this application will be grounds for immediate termination if I have been employed. I give Asbury the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability Asbury and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information. I understand that a criminal background check will be conducted on me as part of the application process and I consent to any such check.

Should employment result from this, I understand that I will be required to provide documentation to establish identity and employment eligibility. I understand that employment with Asbury is "at will" and not by contract. I understand that just as I am free to resign at any time, Asbury reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Asbury has the authority to make any assurances to the contrary. Furthermore, I agree to abide by the ministry guidelines and requirements of Asbury and to refrain from any unscriptural conduct in the performance of my services on behalf of the church. I hereby attest that I am of good moral character.

Signature of Applicant: _____ Date _____