



Community Christian Counseling, Inc.
518 South 7th Street
Terre Haute, IN 47807
812-244-0400

Date: _____

Position Applying For: _____

Please complete all sections. If you need additional space, you may use the back of these sheets. Please be sure to attach any additional information sheets directly to this application.

Return to:

**Community Christian Counseling, Inc.
Executive Director (confidential)
518 S. 7th Street, Terre Haute, IN 47807**

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip: _____

Best Phone Number _____

Email Address: _____

Have you been convicted of a felony within the past seven years that have not been expunged by a court? ____ yes ____ no (If yes, when?) _____

Note: Conviction will not necessarily disqualify you from employment.

Do you have the legal right to work in the United States? ____ yes ____ no

Note: Employment is contingent upon satisfactory proof of ability to work in the U.S.

PERSONAL OFFICE SKILLS

Please list the office skills you have: _____

OFFICE SKILLS (cont.)

Please list word processing systems you have successfully used: _____

Please list accounting software you have successfully used: _____

PERSONAL - EMPLOYMENT INFORMATION

Please complete this section even if you have attached a resume.

Dates Employed: From _____ To _____ Job Title _____

Employer: _____ Phone: _____

Address: _____

Supervisor: _____ Ending Salary: _____

Responsibilities : _____

Reason for leaving: _____

Dates Employed: From _____ To _____ Job Title _____

Employer: _____ Phone: _____

Address: _____

Supervisor: _____ Ending Salary: _____

Responsibilities : _____

Reason for leaving: _____

Dates Employed: From _____ To _____ Job Title _____

Employer: _____ Phone: _____

Address: _____

Supervisor: _____ Ending Salary: _____

Responsibilities: _____

Reason for leaving: _____

EMPLOYMENT INFORMATION (cont.)

How much, if any, time of notification are you required to provide your current employer should you desire to join our team? _____

PERSONAL – EDUCATION/TRAINING

High School

School Name & location: _____

Year(s) attended _____ Grades completed: ___ 9 ___ 10 ___ 11 ___ 12

Diploma/Degree earned? ___ yes ___ no ___ GED

Describe any special training or skills, honors, internships, or other noteworthy activities:

College/University

School name(s) & location(s): _____

Year(s) attended: _____ Years completed: ___ 1 ___ 2 ___ 3 ___ 4

Degrees(s) Awarded & dates: _____

Describe any special training or skills, honors, internships, or other noteworthy activities:

Graduate/Professional

School name(s) & location(s): _____

Year(s) attended: _____ Years completed: ___ 1 ___ 2 ___ 3 ___ 4

Degrees(s) Awarded & dates: _____

Describe any special training or skills, honors, internships, or other noteworthy activities:

PERSONAL - REFERENCES

Please list names, addresses, phone numbers or email addresses of three references we may contact. Please include one spiritual, one professional, and one personal reference.

1) _____

2) _____

3) _____

YOUR CHRISTIAN EXPERIENCES

How long have you been a Christian? _____

Have you been baptized? _____ If yes, when? _____

Briefly described your experience in coming to salvation through Christ _____

Are you a member of a church? _____ If yes, which church and for how long?

If no, why not? _____

Briefly describe your faith journey and any memorable experiences in church you have had in church - good or bad. _____

I hereby certify that the information I have provided in this application and any attachments is true, and I agree for Community Christian Counseling leadership to verify any statements or information I have provided, unless I have indicated otherwise. I authorize the references I have listed to provide Community Christian Counseling any and all information concerning my employment or related information. Further, I release all parties from all liability for any damage that may result for the use or sharing of the information I have provided. I understand that any misrepresentation, dishonesty, or omission of information on my part, my result in my failure to be further considered for employment or, if hired, may result in my dismissal.

Applicant's signature _____

Date of signature _____

Pre-Employment Inquiry Release

In connection with, and duration of my employment (including contract & services) with you, I understand that investigative background inquiries may be made on myself, including consumer, criminal, driving, social media and other reports. These reports include information about my character, work habits & performance, and experiences along with reasons for termination and past employment or previous employers. Further, I understand that you may be requesting information from various Federal, state, local or other agencies which maintain records concerning my past activities relating to driving, social media, credit, civil and other experiences, as well as claims involving me in files of insurance companies.

I authorize, without reservation, any party or agency contacted by Community Christian Counseling, Inc., or their assigned agent, to furnish the above mentioned information.

Print full name: _____

Social Security Number: _____ Date of birth* ____/____/____

Current address: _____ City: _____ State: _____ Zip: _____

Driver's License Number: _____ State: _____

Applicant's signature: _____

Date signed: _____

Prospective Employer: Community Christian Counseling, Inc.
Terre Haute, Indiana

**Date of birth is being requested to accurately retrieve records.*