



**Riverside**

Community Church

# EMPLOYMENT APPLICATION FORM

Drop off your completed application to the church (Attention: Mac Matheson)  
or scan and e-mail your completed application to [macm@rside.ca](mailto:macm@rside.ca)

At Riverside, we believe in simplicity with excellence, and part of that excellence is setting a standard for what we expect as a church in how we treat each other, walk out our areas of ministry, and relate to the community.

## I. PERSONAL INFORMATION

Last Name		First	Middle	Date
Street Address				Home Phone ( )
City		Postal Code	Province	Cell Phone ( )
If hired, can you provide verification of your legal right to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid Social insurance Number that allows you to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If required for the position, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, would you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to meet the physical demands of this role? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" Name:		Do you know anyone who is working for our church? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" Name and relationship:		
Have you ever worked for Riverside Community Church? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", When: Position:				

## II. EMPLOYMENT INTERESTS

Position Desired:	Date Available to start:						
<b>Please check the days of the week and time of day when you would be available:</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evenings/Nights							

## III. EDUCATION INFORMATION

School Level	Name and Location of School	Course of Study	Did you graduate?	Certificate or Degree received
High School			<input type="checkbox"/> Y <input type="checkbox"/> N	
College/University			<input type="checkbox"/> Y <input type="checkbox"/> N	
Post Graduate			<input type="checkbox"/> Y <input type="checkbox"/> N	
Business/Trade Technical			<input type="checkbox"/> Y <input type="checkbox"/> N	

## IV. REFERENCES

Name	Title and Company	Phone #	Describe Work Relationship



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## EMPLOYMENT APPLICATION FORM

### V. EMPLOYMENT INFORMATION (Begin with Current or Most Recent Employer)

<b>1</b>	Company Name and website link if applicable			Phone ( )		From Mo./Yr.	To Mo./Yr.
	Street Address		City	Province	Postal Code	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>2</b>	Company Name and website link if applicable			Phone ( )		From Mo./Yr.	To Mo./Yr.
	Street Address		City	Province	Postal Code	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>3</b>	Company Name and website link if applicable			Phone ( )		From Mo./Yr.	To Mo./Yr.
	Street Address		City	Province	Postal Code	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### VI. ACKNOWLEDGMENT

*Please read carefully, initial each paragraph, and sign below*

Initial	I hereby certify that I have not withheld or misstated any material facts that might adversely affect my application for employment and that the answers given by me are true and correct. 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 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.
Initial	I hereby authorize Riverside Community Church to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and further, I authorize my former employers listed in this application to speak to officials of and disclose to Riverside Community Church any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. I authorize disclosure of this information in compliance with and in waiver of my rights under applicable privacy legislation.
Initial	I understand that all offers of employment are conditioned upon my providing satisfactory documentary proof of my identity and legal right to reside and work in Canada.
Initial	I understand that all offers of employment are conditioned upon satisfactory results of a Vulnerable Persons Criminal Record Check.
Initial	I understand that nothing contained in this application or conveyed during the interview process is intended to create an employment contract between Riverside Community Church and me. In addition, I also understand that if hired, there will be a 30 day probationary period at the beginning of my employment, during which period I may be terminated if my services prove to be unsatisfactory.

Applicant's Signature:

Date: