



# EMPLOYMENT APPLICATION

Oak Hills Church (“OHC”) is a religious organization that has a protected legal right under Title VII of the US Constitution to judge and discriminate and we do resolutely exercise that right to the full extent permitted by the law, in the recruitment and selection process. We continue to seek the most qualified persons for the available job, without regard to race, color, national origin, disabled or veteran status. This application will be current for ninety (90) days. If OHC contacts you at the end of ninety (90) days, you may be required to fill out a new application in order to be hired.

**PLEASE TYPE OR PRINT YOUR ANSWERS TO THE FOLLOWING QUESTIONS.  
PLEASE ANSWER ALL QUESTIONS - AN INCOMPLETE AND/OR ILLEGIBLE APPLICATION MAY NOT BE CONSIDERED.**

Position Applied For			Date	
<b>PERSONAL INFORMATION</b>				
Last Name		First	Middle	
Other Names Used				
Current Address		City	State	Zip
If at the above address less than five years, list previous address.				
Phone ( ) -		Email		
Are you 18 years or older?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Proof of citizenship or immigration status will be required upon employment.</i>	
<b>EMPLOYMENT INFORMATION</b>				
If hired, when would you be available?			Desired Salary \$	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you previously applied for employment with OHC? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?		
Do you have any friends or relatives employed by OHC? If yes, please list.				
How did you hear about this position?				
<b>IN CASE OF EMERGENCY NOTIFY:</b>				
Name			Phone ( ) -	

## EDUCATION AND TRAINING

Education and training levels are relevant for employment only to the extent allowed by law. Applicants may be required to provide proof of diploma, degree, transcripts, license, certifications and registrations.

High School		Address (City & State)	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
College		Address (City & State)	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Other		Address (City & State)	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree

List any other relevant training, certifications or coursework (*include mission work, 340 character limit*):

List computer languages or software you are familiar with (*340 character limit*):

List other job-related qualifications and specialized skills (*340 character limit*):

## MINISTRY EXPERIENCE

Name of church where you currently attend or are a member:

If Oak Hills Church, how long have you been a member, or have you been attending?

In what areas of ministry are you currently involved or volunteer?

Organization	Phone Number	Contact Person	Type of Work
	( ) -		
	( ) -		
	( ) -		

List any other activities you are involved in (*340 character limit*):

**EMPLOYMENT HISTORY** *List present or most recent first*

Employer		Phone (    )    -	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities <i>(100 character limit)</i>			
From	To	Reason for Leaving	
May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer		Phone (    )    -	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities <i>(100 character limit)</i>			
From	To	Reason for Leaving	
May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer		Phone (    )    -	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities <i>(100 character limit)</i>			
From	To	Reason for Leaving	
May we contact your supervisor for a reference?    Yes    No			

**REFERENCES** *Please provide 3 references with at least one professional reference and one non-family member.*

Full Name	Relationship
Company	Phone (    )    -
Address	
Full Name	Relationship
Company	Phone (    )    -
Address	
Full Name	Relationship
Company	Phone (    )    -
Address	

## ADDITIONAL HISTORY

For any “yes” answers, please attach a detailed explanation in writing. An affirmative answer does not necessarily disqualify an applicant from employment.

Have you ever been convicted of a criminal offense (felony or misdemeanor) involving moral turpitude or violence? (Crimes of moral turpitude involve fraud, theft or dishonesty.) Answer “yes” if you have entered a plea agreement, including a deferred sentence or deferred judgment arrangement in connection with a criminal case. Answering “yes” does not necessarily preclude applicant from employment.  Yes  No

Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?  Yes  No

Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?  Yes  No

Have you ever been terminated or asked to resign by an employer?  Yes  No

Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?  Yes  No

Do you now or have you ever sought out or intentionally viewed child pornography?  Yes  No

## AMERICANS WITH DISABILITIES ACT

OHC is committed to the full inclusion of all qualified individuals. As part of this commitment, OHC will ensure that persons with disabilities covered by the American with Disabilities Act and other applicable laws are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Human Resources Department at 210.698.6868 between 9AM - 4PM Monday through Friday or via email [HumanResources@oakhillschurch.com](mailto:HumanResources@oakhillschurch.com).

Are you able to perform the job functions listed in the job description of the position you are applying for?  Yes  No

Are you able to perform these tasks with or without any accommodation?  With  Without

## OAK HILLS CHURCH STATEMENT OF BELIEFS

There is one true God, eternally existing in three Persons. God the Father, God the Son, and God the Holy Spirit. These are equal and are one God. God created the world out of nothing and by His power He sustains all He has created. (Romans 8; Ephesians 1:13-14)

Jesus was miraculously born of the Virgin Mary (Matthew 1:20; Luke 1:35) and became flesh and blood (John 1:1-16; 29-34) without ceasing to be God. He lived a sinless life and performed many miracles to confirm His divinity. He died on the cross as a perfect sacrifice, paying the debt for our sins (Mark 10:45). On the third day after His death He arose from the dead showing His victory over sin and death (1 Corinthians 15:3-8). He appeared to His disciples and then ascended into heaven and now sits at the right hand of God serving as our mediator.

The Holy Spirit is equal with the Father and the Son. He makes people aware of their need for Christ (John 16:8-11; 2 Corinthians 6:11). He indwells and empowers the believer (1 John 4:13; Galatians 5:16-26). His presence in our life is a seal and guarantees that we are God's children (2 Corinthians 1:21-22). The Holy Spirit gives believers spiritual gifts (1 Corinthians 12:7-11; Romans 12:4-8) to be used to help others.

The Bible is the inspired word of God and is the final authority in life and doctrine. (2 Timothy 3:16)

Salvation is a free gift of God. The death of Christ on the cross is the only sufficient payment for our sins. All have sinned, but all can be saved. This salvation is available for any who put their trust in Christ as Savior (Romans 3:23, Romans 6:23, John 3:16).

Those trusting Christ should repent of sin, confess their faith and be baptized as an outward demonstration of obedience to Christ. (Romans 10:9; Acts 2:38)

The church is the body of Christ on earth, empowered by the Holy Spirit to continue the task of reaching the lost and discipline the saved, helping them become fully devoted followers of Christ. (Ephesians 4:1-16)

Christ will one day return and judge all people (2 Thessalonians 1:8-10; 1 Thessalonians 4:13-18). Believers will be welcomed into God's presence in Heaven. Unbelievers will be in Hell, separated from God's presence.

We believe that the Bible defines "marriage" as one man, one woman for life. (Mark 10:6-9) We further believe that intimate sexual activity is a sacred gift of God and intended to be celebrated only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5; Hebrews 13:4)

**APPLICANT STATEMENT** *PLEASE READ CAREFULLY BEFORE SIGNING*

I hereby authorize you to contact any references or organizations listed in this application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this application by Oak Hills Church (“OHC”), I **release** OHC, its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. I **waive** any right that I may have to inspect any information provided about me by any person or organization identified by me in this application, except what may be required by law.

I understand and agree that if I am offered conditional employment with OHC, my at-will appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits and operating policies.

I agree that if OHC employs me, in the future a potential employer may contact OHC or its representatives concerning my work record and my work performance at OHC.

I hereby consent to and authorize persons employed by OHC to divulge any and all information they consider relevant to any person representing him or herself to be an employer or potential employer of mine with respect to my work and/or performance of my job at OHC. This consent specifically includes any information related to any allegation or investigation of child abuse or sexual abuse or molestation in any form.

I agree to a medical examination or inquiry, if requested if I receive a conditional offer of employment, including the analysis for the detection of the use of illegal drugs or controlled substances. I understand that testing positive for drugs or controlled substances could prevent my employment or continued employment by OHC.

I understand OHC may require authorization to investigate my background and qualifications as part of my application for employment. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and this employment application will not be processed further.

I have read, understand and agree with the attached OHC Statement of Beliefs.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to the representative(s) of OHC during the interview process will be sufficient grounds for not hiring, or immediately discharging me, no matter when discovered.

**I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE FOREGOING “APPLICANT STATEMENT” AND FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS APPLICATION SHALL BE AS VALID AS THE ORIGINAL.**

Applicant Signature

Date

Print Name