



Application for Employment

We consider applicants for all positions without regard to race, color, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. The Bible League is a nonprofit, non-denominational, faith-based organization. Pursuant to the Civil Rights Act Section 702, the Bible League has the right to hire only candidates who agree with the Bible League's Statement of Faith and profess Jesus Christ as their personal Lord and Savior.

PLEASE PRINT:

Position Applied For:		Date of Application:	
How did you learn about us? <input type="checkbox"/> Advertisement (where) _____ <input type="checkbox"/> Employee Referral <input type="checkbox"/> Bible League Website <input type="checkbox"/> Job Fair (specify) _____ <input type="checkbox"/> Walk-In <input type="checkbox"/> Internet Job Site (where) _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Friend/Relative			
Last Name	First Name	Middle Initial	
Address	<i>Street</i>	<i>City</i>	<i>State</i>
Telephone Number(s)		E-Mail Address	

If you are under 18 years of age, can you provide required proof of your age? Yes No

Have you ever filed an application with us before? Yes No
 If yes, give date _____

Have you ever been employed with us before? Yes No
 If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigrations status will be required upon employment).

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
(Conviction will not necessarily disqualify an applicant from employment).
 If yes, please explain _____

THE BIBLE LEAGUE IS AN AT-WILL EQUAL OPPORTUNITY EMPLOYER

Physical Address: 3801 Eagle Nest Drive · Crete, IL 60417
Mailing Address: PO Box 28000 · Chicago, IL 60628 · 708/367-8500 · 800/TBL-INFO
Fax: 708/367-8990 · Email: hr@BibleLeague.org · Website: www.BibleLeague.org

Education

	Name of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Additional Information

SPECIALIZED SKILLS – Indicate skills and equipment operated below.

Copy Machine Fax Machine Calculator PC
 Excel Microsoft Word Microsoft Publisher Macintosh
 Internet Power Point Access Email

Other (list): _____

Summarize special job-related skills and qualifications acquired from employment or other experience. Describe any specialized training, apprenticeship, skills, and extra-curricular activities. Describe any job-related training received in the United States military. List professional, trade, business or civic activities and offices held.

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied?

_____ Yes _____ No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

1.	Employer		Dates Employed		Work Performed
			From:	To:	
	Address				
	Telephone Numbers		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From:	To:	
	Address				
	Telephone Numbers		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From:	To:	
	Address				
	Telephone Numbers		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

References — please list at least 2 work related references.

1.	Name	Email Address
	Phone Number(s)	Relationship
2.	Name	Email Address
	Phone Number(s)	Relationship
3.	Name	Email Address
	Phone Number(s)	Relationship

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of the lost and sinful men regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Testimony - Share your personal testimony, what God is doing in your life today, how you're involved in ministry.

Church Attending:	Name of Pastor:

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

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