



Application for Employment

**Email your completed form to [Cathy Wackwitz](#)
or deliver it to The Chapel Office.**

The Chapel
264 Jacksonville Road
Lincoln Park, NJ 07035

Last Updated March 10, 2025

Application for Employment

Position Desired:

Date Applied:

Full Time PartTime (Hours desired per week)

Personal

Name:

Address:

Home Phone:

Work Phone:

Education and Training

Type of School	Name/Location	Years Completed	Honors Received: Diploma/Degree	Course of Study

Employment Do not substitute a resume for this section.

Present Employer:

Phone Number:

Address:

Positions(s) held:

Employment dates: Starting Ending

Supervisor/Manager: May we contact? Yes No

Reason for leaving:

Description of primary responsibilities:

Previous Employer:

Phone Number:

Address:

Positions(s) held:

Employment dates: Starting Ending

Supervisor/Manager: May we contact? Yes No

Reason for leaving:

Description of primary responsibilities:

Previous Employer:

Phone Number:

Address:

Positions(s) held:

Employment dates: Starting Ending

Supervisor/Manager: May we contact? Yes No

Reason for leaving:

Description of primary responsibilities:

References

Church Lay Leader/Staff Member: Work Phone:

Length of time known: Home Phone:

Second reference name: Work Phone:

Length of time known: Home Phone:

Relationship to you:

Christian Background

Are you a born-again Christian? Yes No If yes, since when:

If yes, on another sheet, briefly describe how you came to know Christ as your personal Savior.

Do you regularly attend Sunday services? Yes No If yes, since when:

Do you regularly participate in a small group? Yes No If yes, small group leader:

Which church do you currently attend?

In what areas of church ministry are you presently involved?

In what areas of church ministry are you presently serving?

I agree with the Doctrinal Statement of Jacksonville Chapel: Yes No

Agreement

The undersigned applicant hereby certifies that the information contained on the Application for Employment is true and correct, and I have not omitted any facts which I reasonably believe would reflect unfavorably on the church’s decision to hire me. In addition, I hereby authorize the church to contact any person or institution I have listed on the Application for Employment (unless indicated otherwise) and to independently verify the correctness of the information I have provided.

Employment with the church is for no definite period. Employment is “at will” and may be terminated by either the employee or the employer at any time, with or without notice, and with or without cause.

Signature:

Date:

APPLICATION QUESTIONS

What is your greatest strength and weakness in each of the following areas?

LEADERSHIP

Strength:

Weakness:

DELEGATION

Strength:

Weakness:

COMMUNICATING VISION

Strength:

Weakness:

PERSONAL GROWTH

Strength:

Weakness:

PROFESSIONAL GROWTH

Strength:

Weakness:

FAMILY LIFE

Strength:

Weakness:

INTERPERSONAL COMMUNICATION

Strength:

Weakness:

CONFLICT RESOLUTION

Strength:

Weakness:

ADMINISTRATION

Strength:

Weakness:

What was the most difficult time you have faced in the last two years?

What did you do about it?

When you are faced with a major life decision, whom do you seek advice from?

If you could change one of your personal characteristics, what would it be and how?

On days when you want to quit ministry, what aspects of ministry keep you going?

What books have influenced you the most in the last year? How?

I feel most motivated in ministry when . . .

During conflict, I tend to . . .

Select your top five areas of strength by choosing **S** and select your three areas of weakness by choosing **W** next to the appropriate. Remember choose only eight (five strengths and three weaknesses)

S	W	S	W	S	W
	Leadership		Compassion		Delegation
	Recruiting		Counseling		Teaching
	Vision Casting		Follow-through		Preaching
	Self Starter		Management		Enabling Others
	Big Picture		Detail Oriented		Sensitivity
	Pastoral Care		Organization		Systematic
	Independent		Stability		Taking
	Staff Training		Creativity		Team Organization

Use five adjectives to describe the “perfect” working environment . . .

List three expectations that you as a staff person would have of the following:

The person you report to

Other staff members

The Elder Board

The person you report to	Other staff members	The Elder Board

What three adjectives would those who know you best use to describe you in the following areas?

Leadership

Interpersonal Relationships

Delegation

Leadership	Interpersonal Relationships	Delegation

Organizational Skills

Management Style

Self Esteem

Organizational Skills	Management Style	Self Esteem

Sense of Humor
