



# Employment Application

National Services Center • Glen Eyrie • NavPress

Because of our sincere interest in your qualifications, it is desirable to have your complete background and work history. We appreciate your interest in The Navigators and are happy to explore with you the possibilities of joining us.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Type of position applying for \_\_\_\_\_

Full Time  Part Time  Temporary  Summer When Available \_\_\_\_\_

Have you been previously employed by us? \_\_\_\_\_ If so, please give dates and former position. \_\_\_\_\_

Are you able to perform all the functions, tasks and duties of the position for which you have applied with or without reasonable accommodation?  Yes  No

If not, please explain which functions, tasks or duties you would be unable to perform with or without reasonable accommodation.

Are you available to work during the scheduled hours for the position for which you have applied? \_\_\_\_\_

Please describe the skills or qualifications which you feel would especially fit you for work with our organization (i.e., computer skills, management experience, data entry—key strokes per hour, etc.).

How did you hear about the position you are applying for? \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or expunged records.)  Yes  No

If you have been convicted of such an offense, please attach a statement or explanation, including nature of offense, date, court where conviction was entered and any other relevant information.

# Employment Experience

List each job held from age 18 onward. Start with your present or last job. Include self-employment, work as an independent contractor and temporary positions. Attach additional sheet, if necessary.

|   |                    |                    |       |                |
|---|--------------------|--------------------|-------|----------------|
| 1 | Employer           | Dates              |       | Work Performed |
|   |                    | From               | To    |                |
|   | Address            |                    |       |                |
|   | Phone              |                    |       |                |
|   | Job Title          | Hourly Rate/Salary |       |                |
|   |                    | Starting           | Final |                |
|   | Supervisor         |                    |       |                |
|   | Reason for Leaving |                    |       |                |

|   |                    |                    |       |                |
|---|--------------------|--------------------|-------|----------------|
| 2 | Employer           | Dates              |       | Work Performed |
|   |                    | From               | To    |                |
|   | Address            |                    |       |                |
|   | Phone              |                    |       |                |
|   | Job Title          | Hourly Rate/Salary |       |                |
|   |                    | Starting           | Final |                |
|   | Supervisor         |                    |       |                |
|   | Reason for Leaving |                    |       |                |

|   |                    |                    |       |                |
|---|--------------------|--------------------|-------|----------------|
| 3 | Employer           | Dates              |       | Work Performed |
|   |                    | From               | To    |                |
|   | Address            |                    |       |                |
|   | Phone              |                    |       |                |
|   | Job Title          | Hourly Rate/Salary |       |                |
|   |                    | Starting           | Final |                |
|   | Supervisor         |                    |       |                |
|   | Reason for Leaving |                    |       |                |

I hereby authorize my current and/or previous employers and supervisors or references listed herein or otherwise identified by me to furnish The Navigators and its staff any information requested related to my employment and work performance.

\_\_\_\_\_  
Signature

# Education

Describe high school, college and/or other education relevant to the position for which you have applied.

---

---

---

---

---

---

---

---

# References

List the names and addresses of four people (two personal and two working) you would like us to contact . Do not include relatives or former employers.

| Name | Address | City | State | Telephone |
|------|---------|------|-------|-----------|
|      |         |      |       |           |
|      |         |      |       |           |
|      |         |      |       |           |
|      |         |      |       |           |

# Spiritual Background

How did you become acquainted with The Navigators? \_\_\_\_\_

Who in The Navigators do you feel knows you best? \_\_\_\_\_

Why do you wish to work for The Navigators? \_\_\_\_\_

Briefly describe your walk with the Lord. \_\_\_\_\_

---

---

---

---

---

---

---

---

# Statement of Faith

- We believe that the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings and that they are of supreme and final authority in faith and life.
- We believe in one God, the Creator, eternally existing in three persons: Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary; and that He was and remains true God and true man.
- We believe that God created Adam and Eve in the divine image; that they sinned and thereby incurred not only physical death but also spiritual death which is separation from God; and that, as a result of Adam's sin, all human beings are now born with a sinful nature and stand guilty before God.
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven and in His present life there for us as High Priest and Advocate.
- We believe in the blessed hope of the personal and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who by faith receive the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
- We believe that the Holy Spirit indwells and gives spiritual life to all believers, enables them to understand biblical truth, empowers them for godly living and equips them for service and witness.
- We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.

*To know Christ and to make Him known*

I affirm that all information provided on this Application is true and complete to the best of my knowledge and belief. I acknowledge that, if any information provided on this Application is inaccurate or incomplete, for whatever reason, The Navigators may refuse to hire me, or if I am employed, may discharge me from employment.

I authorize The Navigators, and its employees, agents and representatives, to conduct a reference and background check and criminal record check concerning me as deemed appropriate by The Navigators. I release The Navigators and its employees, agents and representatives from any damage or liability that might result from making inquiries and obtaining information in connection with such reference, background and criminal records checks.

If appointed to a position with The Navigators, I will fully accept and adhere to the Statement of Faith, mission statement and religious, spiritual and moral policies, principles and standards of The Navigators.

**I UNDERSTAND THAT THIS APPLICATION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT AND THAT IT DOES NOT CREATE, NOR IS IT INTENDED TO CREATE, A CONTRACT OF EMPLOYMENT.**

**I UNDERSTAND THAT EMPLOYMENT WITH THE NAVIGATORS IS TERMINABLE AT WILL, WHICH MEANS THAT EMPLOYMENT WITH THE NAVIGATORS CAN BE TERMINATED AT ANY TIME, BY THE NAVIGATORS OR BY ME, WITH OR WITHOUT PRIOR NOTICE, WARNING OR DISCIPLINARY ACTION, AND FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE.**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant