

# Employment Application Packet



Thank you for your interest in employment at Grace Community Church. GCC is a multi-generational and multicultural family of people united in following Jesus and serving both Puget Sound and the nations. As a group of diverse people, we strive to abide with and respond to Jesus daily, living out His Daily Grace where we live, work, learn, and play.

Make no mistake: this is as much a ministry position as it is a job. We are looking for someone who is a faithful and growing believer who wishes to serve the cause of Christ and the people of Grace Community Church with their skills. This packet of information includes these documents you'll need to learn more about the position in which you've expressed interest and the application needed to join our team:

- A Job Description for the position
- A Job Application to be completed and submitted with a current resume, if possible.

If you are not familiar with Grace Community Church, we encourage you to explore our website to learn more about us. These pages may be of particular interest:

General | <https://www.graceinauburn.com>

What We Believe | <https://www.graceinauburn.com/beliefs>

Job Information | <https://www.graceinauburn.com/jobs>

Information about Our Team | <https://www.graceinauburn.com/pastors-elders>  
<https://www.graceinauburn.com/staff>

It is important to know that this position is at an evangelical Christian church and membership is required within six months. As a religious institution, the church is permitted and reserves the right to prefer employees on the basis of religion and religious beliefs consistent with GCC's beliefs (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended). You must understand and consent to this condition.

The Application asks that you submit your application to [jobs@graceinauburn.com](mailto:jobs@graceinauburn.com). However, please also submit to our Facilities Director, Joel Hess, at [jhess@graceinauburn.com](mailto:jhess@graceinauburn.com).

## **Custodian**



### **DETAILS**

Department: **Facilities**

Type: **Regular; Full-time; Hourly; Non-Exempt**

Schedule: **Varies, based on ministry needs, includes weekend and evenings**

### **OVERVIEW**

The Custodian is primarily responsible for the maintaining and cleaning of the church facility, along with coordinating facility resources to support ministries.

### **FUNCTIONS & RESPONSIBILITIES**

- Clean assigned rooms, including vacuuming, dusting, replace paper and chemical supplies, empty and replace trash and recycle containers, mopping, waxing, disinfecting, and other duties as required
- Provide limited security for night and weekend meetings
- Provide emergency facility support, custodial and maintenance, as needed
- Set up rooms as required
- Set up tables and chairs for GCC and outside events
- Clean and store equipment in a safe and effective manner
- Other duties as assigned

### **QUALIFICATIONS & REQUIREMENTS**

- Basic knowledge and demonstrated custodial experience, or equivalent education (one year or more preferred)
- Must be in good physical condition, able to lift to 50 pounds
- Need to be a team player, possess a flexible can-do attitude, and be willing to respond positively to occasional out of the ordinary time demand needs
- Must be a self-starter and be self-motivated
- Should possess a current valid Washington state driver license
- Embrace the church's vision, direction, strategies, and approach to ministry and unreservedly hold to the church's statement of beliefs.

- Relate to the church family and to the public in a manner that honors and represents Christ well.
- Be a member of Grace Community Church, or become a member within 6 months of employment

## **ACCOUNTABILITY**

Accountable to: **Facilities Director**

Accountable with: **Custodial staff**

Accountable for: **None**

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The compensation range for this position as of 9/1/2023 is \$16.53 to \$23.14 per hour. The compensation range is adjusted annually. Determination of compensation is based on training and years of experience. New applicants should not expect to start near the top of the range.

# Application for Employment



GCC is an equal opportunity employer and does not unlawfully discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, marital status, physical or mental disability, veteran status, or any other status or condition protected by applicable state or federal law. As a religious institution, GCC is permitted to, and reserves the right to, prefer employees on the basis of religion and religious beliefs consistent with GCC's beliefs (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).

## PERSONAL INFORMATION

Full Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Former Name(s) of Applicant (if any) \_\_\_\_\_

Present Address \_\_\_\_\_  
No. Street City State Zip

How long have you lived at above address? \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone \_\_\_\_\_

## EMPLOYMENT INFORMATION

Position Desired \_\_\_\_\_ Date available for work \_\_\_\_\_

Type of employment: ☐ Regular ☐ Temporary | ☐ Full Time ☐ Part Time

Have you ever applied for a job with Grace Community Church before? ☐ Yes When? \_\_\_\_\_ ☐ No

Have you ever worked for us before? ☐ Yes When? \_\_\_\_\_ ☐ No

Have you ever been convicted of any crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, state date, court, and disposition of the case \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or requested to resign from a position? ☐ Yes ☐ No

If yes, explain \_\_\_\_\_  
\_\_\_\_\_

Why do you desire to make a change? \_\_\_\_\_  
\_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? ☐ Yes ☐ No

Describe \_\_\_\_\_

***If submitting a resume, you do not need to duplicate information below, but please be sure to provide all information requested. Attach your resume or an additional page to provide any supplemental information.***

## **EDUCATION**

Type of Schooling	Name of School	Location	Years Enrolled	Major Subject	Did you Graduate?
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High School

Trade School

College

Graduate

Do you possess any additional experiences, skills, qualifications, or professional training which you feel would especially fit you for work in this position?

## **PRIOR EMPLOYMENT** (start with the most current)

Company/Organization	Phone
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Address

Name/Position of Supervisor

Date of Employment—From:	To:	Avg Hrs/Week
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Your Position & Duties:

Reason for Leaving:

Company/Organization	Phone
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Address

Name/Position of Supervisor

Date of Employment—From:	To:	Avg Hrs/Week
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Your Position & Duties:

Reason for Leaving:

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**Company/Organization**

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Phone

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Address

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Name/Position of Supervisor

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Date of Employment—From:

To:

Avg Hrs/Week

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Your Position & Duties:  

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Reason for Leaving:  

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## PERSONAL & PROFESSIONAL REFERENCES

Please list three or more references, with at least one professional reference and one pastor or staff member from either your current church or a church you have recently attended

Name

Email

Phone

Relationship

Years Known  

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## AGREEMENTS & AUTHORIZATION

**The facts set forth in my application for employment are true and complete.** I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

**I understand that employment at this organization is “at will”** and includes no guarantee, contract, or promise of employment for a specified length of time. I understand that just as I am free to resign at any time, Grace Community Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

In applying for work at Grace Community Church, my purpose is to cooperate fully with other staff members and volunteers to promote the various spiritual ministries of the church in order to advance the cause of Christ. For this reason, **I understand that all employees are expected to either be a member of the church or become a member within six months of employment.** I affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin and, by God’s enabling grace, I will endeavor to conduct my life in accordance with His calling on my life (Eph. 4:1).

**I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.** I release all such persons from any liability or damages on account of having furnished such information.

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Signature of Applicant

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Date

**Return this Application with Resume to Grace Community Church; Attn: HR & Finance Office; 1320 Auburn Way S; Auburn, WA 98002 or email a copy to [jobs@graceinauburn.com](mailto:jobs@graceinauburn.com).**