

## Application for Employment

The Baptist General Convention of Texas is an equal opportunity employer. Qualified applicants for employment will be considered without regard to race, color, sex, age, national origin, disability or Vietnam era status. BGCT prohibits harassment in the workplace.

Name:		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other names under which you have been employed or attended school:		E-mail address:	
Address:		City:	State:      Zip Code:
Home Phone Number:	Cell Phone Number:	Salary Desired:	Are You Willing to Work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Applied For:		Date You Can Begin Work:	I Prefer: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Occasional <input type="checkbox"/> Temporary
		Shift Preference: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night	

Employment at the BGCT requires active membership in a church supportive of the BGCT.

Active church member of: \_\_\_\_\_ City, State: \_\_\_\_\_ Church phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Have you worked for this organization previously?     Yes     No    If yes, give dates of employment \_\_\_\_\_

Have you ever submitted an employment application to BGCT?     Yes     No    If yes, when? \_\_\_\_\_

Do you have any relatives employed with BGCT? If yes, please list \_\_\_\_\_

What prompted you to apply for a position with us? (Ad, friend, etc.) \_\_\_\_\_

Have you ever plead guilty to, been convicted of, or received probation, deferred adjudication or pretrial diversion for any criminal offense, other than minor traffic citations?     Yes     No    If yes, provide information on criminal offense, date, location (city and state) and disposition \_\_\_\_\_

**Are you currently serving probation, deferred adjudication, or pretrial diversion for any criminal offense?     Yes     No    If yes, provide information on criminal offense, current status and expected date of completion \_\_\_\_\_**

***Commission of a crime will not be an automatic bar to consideration for employment; however, applicants convicted of certain criminal offenses may be ineligible for employment under applicable Texas law.***

Education	Names/Location of Schools	Number of Years Completed	Last Grade/Degree Completed	Major Subjects
High School				
College				
Graduate School				
Other				

Do you hold a current professional license for the position for which you are applying?     Yes     No

License \_\_\_\_\_ Issuing State / Organization \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever been denied a professional license for the position for which you are applying by any governmental authority or organization? If yes, please provide dates, location and circumstances \_\_\_\_\_

Has your professional license ever been suspended, restricted or revoked?     Yes     No    If yes, provide information on action taken, date and circumstances \_\_\_\_\_

Complete if applicable

Typing Skills \_\_\_\_\_ wpm    Computer Skills     Yes     No    If yes, list software: \_\_\_\_\_

Other equipment you can operate: \_\_\_\_\_

Proficiency in language(s) other than English:    Language: \_\_\_\_\_     Read     Write     Speak

Language: \_\_\_\_\_     Read     Write     Speak

Other skills and remarks pertinent to consideration of your application: \_\_\_\_\_

# EMPLOYMENT HISTORY

List your most recent position first, and use additional sheets if necessary. Explain any periods of unemployment or time periods between times employed.

<b>Company Name</b>		Dates of Employment	
		From:	To:
Address	City	State	Zip
Telephone ( )	Immediate Supervisor	<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$	
Position(s) Held		Reason(s) for Leaving or Seeking Other Employment	

<b>Company Name</b>		Dates of Employment	
		From:	To:
Address	City	State	Zip
Telephone ( )	Immediate Supervisor	<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$	
Position(s) Held		Reason(s) for Leaving or Seeking Other Employment	

<b>Company Name</b>		Dates of Employment	
		From:	To:
Address	City	State	Zip
Telephone ( )	Immediate Supervisor	<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$	
Position(s) Held		Reason(s) for Leaving or Seeking Other Employment	

<b>Company Name</b>		Dates of Employment	
		From:	To:
Address	City	State	Zip
Telephone ( )	Immediate Supervisor	<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$	
Position(s) Held		Reason(s) for Leaving or Seeking Other Employment	

Comments regarding periods of unemployment \_\_\_\_\_

Have you ever been terminated or asked to resign by any employer?  Yes  No If Yes, provide employer, date and circumstances \_\_\_\_\_

### Applicant Verification

I certify that all of the information on this application, exhibits and resumes submitted to BGCT is true, correct, and complete. I understand that false, misleading, incomplete or omitted information will result in the rejection of my application or, if hired, the termination of my employment. I authorize BGCT and its agents to confirm all information on this application, exhibits and resumes, to contact companies and institutions listed to obtain references and to investigate my suitability for employment. I agree to provide additional information if requested by BGCT or its agents. I authorize BGCT to conduct any investigation it deems necessary with respect to information supplied above. I authorize any former employer, present employer, school, college, university, credit or finance bureau, personal reference and/or any other person to give any information they may have concerning my employment, education, certification, licenses, character, criminal record, driving record, credit or other information of any kind or type. I hereby unconditionally release from all liability for any damage, whether cause directly or indirectly from giving or receiving this information or opinions, BGCT and any informant contacted whether named or unnamed.

BGCT is required to and will conduct a criminal record check under Texas Law. I understand that I will be ineligible for employment with BGCT if I have committed certain criminal offenses.

I understand that any job offer is conditional on my satisfactorily passing a drug screening.

I understand that, if employed, I will be required to follow the personnel policies and rules of the organization and that infractions of such rules may lead to my discharge. I also understand that BGCT follows employment-at-will practices and does not discriminate in employment based upon age, race, color, sex, national origin, physical or mental condition/disability, or veteran status. In the event of employment, I understand that any false or misleading information given in this information sheet or interview may result in discharge whenever discovered.

I understand that this employment application is not an offer of employment or employment contract, either expressed or implied, between BGCT and me. I understand that if hired, I may resign or be terminated by BGCT at any time without advance notice or requirement of cause. I acknowledge that any employment will be for an indefinite time period and that I have not been guaranteed continued employment. I also understand that no manager, supervisor, or other employee of BGCT has the authority to promise or guarantee continuing employment.

I acknowledge that I have read and understand the information set forth above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date