



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Social Security No: _____ Date Available: _____

Are you a citizen of the United States? YES NO *If no, are you authorized to work in the U.S.?* YES NO

Have you ever worked for Cecilia Baptist Church? YES NO *If yes, when?* _____

Have you ever been convicted of a felony? YES NO *If yes, explain:* _____

Are you an active member of a church? YES NO *If yes, where, and how long?:* _____

Education and Vocational Training

List all formal education and training you have received, beginning with the most recent.

SCHOOL / INSTITUTION	DIPLOMA / DEGREE / CERTIFICATE	DATE COMPLETED

Military Service

Leave blank if not applicable.

Branch: _____ Dates: _____ Rank: _____

Discharge Status: _____

If other than honorable, explain: _____

Employment History

Provide employment history beginning with the most recent. If needed, attach additional information on a separate sheet of paper.

EMPLOYER	ADDRESS
PHONE	SUPERVISOR
POSITION	DATES OF EMPLOYMENT
JOB RESPONSIBILITIES	

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JOB SKILLS

Denote your level of experience utilizing the following technology and computer applications.

	NO EXPERIENCE	LIMITED EXPERIENCE	USE REGULARLY
MICROSOFT WORD	•	•	•
MICROSOFT POWERPOINT	•	•	•
MICROSOFT PUBLISHER	•	•	•
MICROSOFT EXCEL	•	•	•
QUICKBOOKS	•	•	•
GOOGLE CALENDAR (OR SIMILAR)	•	•	•
PHOTOCOPIER USE AND MAINTENANCE	•	•	•
PHOTO / GRAPHICS EDITING	•	•	•

Discuss the context of the technology and/or applications you use frequently.

Optional: Provide any additional information on technology and applications that you would like the personnel committee to consider when reviewing your application.

References

Please provide a minimum of three (3) professional references. If necessary, provide additional information on a separate sheet of paper.

Full Name	Relationship	Company (if applicable)
Phone Number	Address	

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Phone Number	Address	

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