

**FIRST BAPTIST CHURCH**  
Application for Employment

DATE \_\_\_\_\_

**PERSONAL**

NAME \_\_\_\_\_  
Last First Middle Initial

CURRENT RESIDENCE ADDRESS \_\_\_\_\_  
Street City State

PERMANENT ADDRESS \_\_\_\_\_  
(If different) Street City State

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ E-MAIL \_\_\_\_\_

IF UNDER 18, GIVE DATE OF BIRTH \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? \_\_\_\_\_

IF NOT A U.S. CITIZEN, WHAT TYPE OF VISA DO YOU HOLD? \_\_\_\_\_

**INTEREST**

POSITION OR TYPE WORK DESIRED \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

DESCRIBE BRIEFLY REASON FOR TYPE WORK PREFERRED \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED ( ) Full-Time ( ) Part-Time ( ) Temporary ( ) Summer

CAN YOU WORK ON THE WEEKEND? \_\_\_\_\_ ARE YOU WILLING TO WORK OVERTIME IF NECESSARY? \_\_\_\_\_

HOW WERE YOU REFERRED TO FIRST BAPTIST CHURCH FOR EMPLOYMENT? \_\_\_\_\_

DATE AVAILABLE FOR EMPLOYMENT? \_\_\_\_\_

RELATIVES EMPLOYED BY FIRST BAPTIST CHURCH

	<u>Name</u>	<u>Position</u>	<u>Relation</u>
1.	_____	_____	_____
2.	_____	_____	_____

**EDUCATION AND TRAINING**

<u>Type</u>	<u>Schools and Locations</u>	<u>Grade Completed</u>	<u>Course of Study</u>	<u>Degree or Certificate</u>
ELEMENTARY	_____	_____	_____	_____
HIGH SCHOOL	_____	_____	_____	_____
COLLEGE (S)	_____	_____	_____	_____
TECHINCAL/BUSINESS	_____	_____	_____	_____

DESCRIBE ANY MECHANICAL TRAINING, SPECIAL COURSES, CORRESPONDENCE STUDY, ETC. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specialized Skills (Complete if Applicable to Position Desired)**

Key Boarding – WPM \_\_\_\_\_  
Computer Software Knowledge \_\_\_\_\_  
Office Machines Operated \_\_\_\_\_  
Other Machines Operated \_\_\_\_\_  
Other Skills \_\_\_\_\_

**ACTIVITIES**

TO WHAT PROFESSIONAL ORGANIZATION(S) DO YOU BELONG? (Exclude religion, national, racial, or labor organizations).  
ALSO LIST OFFICES HELD \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECREATIONAL ACTIVITIES AND HOBBIES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL ACTIVITIES (ATHLETICS, PUBLICATIONS, ETC.) AND OFFICES HELD \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL HONORS \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

(Not Related to You -Which We May Contact)

NAME	MAILING ADDRESS (City, State, Zip)	RELATIONSHIP	TELEPHONE #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**EMPLOYMENT**

GIVE EMPLOYMENT RECORD AS COMPLETELY AS POSSIBLE, STARTING WITH YOUR PRESENT OR LATEST EMPLOYER. INCLUDE SUMMER EMPLOYMENT AND MILITARY SERVICE.

COMPANY AND ADDRESS	DATE (From-To)	RATE OF PAY Starting/Final	POSITION HELD AND NAME OF IMMED. SVR.	REASON FOR LEAVING
1. _____	_____	_____	_____	_____
DESCRIPTION OF DUTIES _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
DESCRIPTION OF DUTIES _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
DESCRIPTION OF DUTIES _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
DESCRIPTION OF DUTIES _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
DESCRIPTION OF DUTIES _____	_____	_____	_____	_____

MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? \_\_\_\_\_ IF NOT, INDICATE BY NUMBER WHICH ONE(S) YOU DO NOT WISH US TO CONTACT. \_\_\_\_\_

IF EMPLOYED, DOES YOUR EMPLOYER KNOW OF YOUR INTENTION TO LEAVE? \_\_\_\_\_

FOR ANY UNEMPLOYED PERIODS, SHOW DATES AND LOCATIONS \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED FOR VIOLATING ANY LAW (excluding minor traffic regulations), including convictions based on a plea of guilty or no contest? YES \_\_\_\_\_\* NO \_\_\_\_\_

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application. \_\_\_\_\_

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*Non-Discrimination Statement*

First Baptist Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

*Employment at Will*

Employment with First Baptist Church is "at will" and not by contract either express or implied. This means that if you become employed at First Baptist Church, both you and the Church are free to terminate the employment relationship at any time and for any legal reason.

*Certification and Release*

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give First Baptist Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with First Baptist Church, I may be required to submit to a pre-employment medical examination, drug screening, and criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Briefly Complete the Following:

Write a statement of your philosophy of education for children.

Why are you interested in applying for work with this program?

What qualifies you best for this job?

List any volunteer work you have done with children.

List any talents or skills in art, music, drama, etc..

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

