

# FIRST BAPTIST CHURCH

## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

*PLEASE PRINT*

Date of Application \_\_\_\_\_

### PERSONAL INFORMATION

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_

Legal Name \_\_\_\_\_

Last \_\_\_\_\_

First \_\_\_\_\_

Middle \_\_\_\_\_

Present Address \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone No. (Home) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(Cell) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Referred By \_\_\_\_\_

Are you 18 years of age or older?  YES  NO

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_

Expected Salary \_\_\_\_\_ OR Wage per hour \_\_\_\_\_

Are you employed now?  YES  NO If, so may we contact your present employer?  YES  NO

Ever applied to FIRST BAPTIST CHURCH before?  YES  NO

Department? \_\_\_\_\_

When? \_\_\_\_\_

Department(s) for which employment is desire \_\_\_\_\_ Position \_\_\_\_\_

### EDUCATION

|  | Name/Location of School | Last Year Completed | Did You Graduate? | Subjects Studied and Degree(s) Received |
|--|-------------------------|---------------------|-------------------|---|
| High School  | _____                   |                     | YES               |   |
|  | _____                   |                     | NO                |   |
| College  | _____                   |                     | YES               |   |
|  | _____                   |                     | NO                |   |
| Trade, Graduate, Business or Correspondence School | _____                   |                     | YES               |   |
|  | _____                   |                     | NO                |   |

### GENERAL

Subjects of Special Study or Research Work \_\_\_\_\_

Job Related Skills (computer, driver's license certification, **CDL**, etc.) \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

(Continue on Other Side)

### EMPLOYMENT HISTORY

List below your last four employers, starting with the last one first.

| Date<br>Month/Year |  | Employer<br>Name/Address | Phone<br>Number | Supervisor | Salary<br>(upon leaving) | Position | Reason for Leaving |
|--------------------|--|--------------------------|-----------------|------------|--------------------------|----------|--------------------|
| From               |  |                          |                 |            |                          |          |                    |
| To                 |  |                          |                 |            |                          |          |                    |
| From               |  |                          |                 |            |                          |          |                    |
| To                 |  |                          |                 |            |                          |          |                    |
| From               |  |                          |                 |            |                          |          |                    |
| To                 |  |                          |                 |            |                          |          |                    |
| From               |  |                          |                 |            |                          |          |                    |
| To                 |  |                          |                 |            |                          |          |                    |

**REFERENCES**

List below three persons not related to you, whom you have known at least one year.

|   | Name | Address | Phone<br>Number | Position | Years<br>Acquainted |
|---|------|---------|-----------------|----------|---------------------|
| 1 |      |         |                 |          |                     |
| 2 |      |         |                 |          |                     |
| 3 |      |         |                 |          |                     |

**- PLEASE ATTACH YOUR RESUME -**

If you are to be hired by FIRST BAPTIST CHURCH (FBC), you will be required to attest to your identity and employment, and to present documents confirming your identify and employment eligibility. You cannot be hired if you cannot comply with these requirements.

**AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the FBC.

I understand that any employment is conditioned on a background check. I authorize the FBC to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to the FBC, without giving me prior notice of such disclosure. In addition, I release the FBC, any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or FBC. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the FBC unless made in writing by an authorized FBC representative.

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the FBC and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the FBC the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by the FBC's Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the FBC to hire. If hired, I agree to abide by all FBC work rules, policies, and procedures. The FBC retains the right to revise its policies or procedures, in whole or in part, at any time.

Date \_\_\_\_\_

Signature \_\_\_\_\_