



DATE: \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_  
last first middle

Home Phone #: ( ) \_\_\_\_\_ Cell Phone #: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_ Permanent Address (for students): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Applying For: \_\_\_\_\_

Date Available: \_\_\_\_\_ Expected Salary: \_\_\_\_\_

Have you ever worked for Central Baptist Church? \_\_\_ Yes \_\_\_ No

What department? \_\_\_\_\_ Are you related to anyone in that department? \_\_\_\_\_

What kind of position are you seeking? (check all that apply)

\_\_\_ Full-time \_\_\_ Part-time \_\_\_ Temporary \_\_\_ 9 or 10 month position

Please give a brief statement of your career objective: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What office machines or other equipment are you familiar with?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any computer/software skills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated typing speed? \_\_\_\_\_ wpm

List any special training, achievements, skills and military service you may have:

\_\_\_\_\_  
\_\_\_\_\_

Are you able to safely perform the essential functions of this job as described, with or without any reasonable accommodations? \_\_\_ Yes \_\_\_ No

Are you legally eligible for employment in the United States?  Yes  No

Have you ever been convicted of a felony or participated in, been accused or convicted of or pled guilty or no contest to any abuse or sexual misconduct?  Yes  No

If yes, please give date of conviction: \_\_\_\_\_ And please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been discharged from a job?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE THE FOLLOWING POLICIES  
AS STATED IN THE PERSONNEL POLICIES OF CENTRAL BAPTIST CHURCH:**

The employees of the Church are representing Christ through Central Baptist Church.  
It is expected that an employee's conduct will always be above reproach.  
Activities of church employees are naturally watched by church members and  
the general public. The employee's conduct has an influence on many individuals  
and especially upon the children and youth of our community.

***Morals Statement***

All employees of Central Baptist Church must conduct their lives in a way  
that does not bring discredit upon the cause of Christ in this community.  
Any questionable activity or employment may be reviewed by the Pastor,  
Personnel Committee or church body, and may be reason for dismissal.

Have you accepted Jesus Christ as your personal Lord and Savior?

\_\_\_\_\_

Please list the name and location of the church you currently attend:

\_\_\_\_\_

Are you a regular attendant?  Yes  No

Please describe the activities you are engaged in at your current church:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

- Please list all employment or relevant volunteer experience.
- Begin with your present or most recent position.
- You may attach a resume that details your employment history in lieu of completing this portion of the application.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone: (         ) \_\_\_\_\_

Position Title: \_\_\_\_\_         \_\_\_ Full-Time   \_\_\_ Part-Time

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

May we contact this employer? \_\_\_ Yes \_\_\_ No

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone: (         ) \_\_\_\_\_

Position Title: \_\_\_\_\_         \_\_\_ Full-Time   \_\_\_ Part-Time

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

May we contact this employer? \_\_\_ Yes \_\_\_ No

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone: (         ) \_\_\_\_\_

Position Title: \_\_\_\_\_         \_\_\_ Full-Time   \_\_\_ Part-Time

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

May we contact this employer? \_\_\_ Yes \_\_\_ No

## EDUCATION/TRAINING

\*You may skip this section if this information is included on your resume.

EDUCATION	Name and Location of School	# Years Attended	Did you graduate?	Subjects of Study/ Concentration
HIGH SCHOOL OR G.E.D.				
COLLEGE				
TRADE OR CORRESPONDENCE SCHOOL				

## REFERENCES

NAME: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

PHONE NUMBER: (            ) \_\_\_\_\_

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NAME: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

PHONE NUMBER: (            ) \_\_\_\_\_

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NAME: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

PHONE NUMBER: (            ) \_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

I hereby authorize Central Baptist Church and its designated agents and representatives to conduct a comprehensive review of my background to include, but not limited to, social security number verification, current and previous employment, education background, character references, civil and criminal history from any and all criminal justice records of federal, state, and/or county jurisdictions and any other public records.

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

