

# Application For Employment

Please Print		<b>FIRST BAPTIST CHURCH,</b>		<b>Sikeston, MO</b>
Last Name	First Name	Middle Initial	Social Security Number	
Address	City	State	Zip Code	Phone Number
Position or Type of Work Applied For			Rate of Pay Expected	

## GENERAL INFORMATION

Are you applying for    Full Time \_\_\_\_\_,    Part Time \_\_\_\_\_,    or    Temporary \_\_\_\_\_ work?

What days and hours are you available to work? \_\_\_\_\_

On what date are you available to begin work? \_\_\_\_\_    Are you willing to work overtime?    Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, can you verify that you have the legal right to work in the United States?    Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever served in the Armed Forces?    Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what branch? \_\_\_\_\_

Do you have any special skills, training, or experience which may help you qualify for employment?

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please explain \_\_\_\_\_

\_\_\_\_\_

Do you have any certificates or licenses which may help you qualify for employment?    Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please explain \_\_\_\_\_

\_\_\_\_\_

Do any of your relatives work for this church?    Yes \_\_\_\_\_ No \_\_\_\_\_ If so, who? \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please explain (Note: conviction will not necessarily disqualify applicant) \_\_\_\_\_

\_\_\_\_\_

To what extent, if any, do you use alcoholic beverages and/or tobacco?  
(Often, Regularly, Socially, Occasionally, Never) \_\_\_\_\_

No use of alcoholic beverage, tobacco, or illegal drug of any kind will be tolerated on the job. Do you agree to abide by this policy?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Type of School	Name and Address	How Many Years Attended	Graduated	Course or Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				
Post Graduate				
Business or Seminary				
Other				

## EMPLOYMENT EXPERIENCE

Please start with your most recent job and include all periods of employment, self-employment, job-related military service, and volunteer work.

From	Employer's Name Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You did

From	Employer's Name Address/Telephone	Start Pay	Job Title
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Describe the Work You did

May we contact the employers listed above?    Yes     No     If not, please indicate which ones you do not wish us to contact.

## PERSONAL REFERENCES

Please do not list relatives or former employers.

Name and Occupation	Address	Phone Number
1. _____	_____ _____	
2. _____	_____ _____	
3. _____	_____ _____	
4. _____	_____ _____	

## CERTIFICATION AND ACKNOWLEDGMENT

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.

I authorize the church to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the church any and all information they may have concerning my previous employment. In addition, I hereby release the church, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.

I acknowledge that, prior to or during my employment, the church may require any legal testing and/or examination, including but not limited to, medical, physical, drug and/or alcohol, psychological, and skill and aptitude.

I also acknowledge that, if employed, both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the church and may not be modified by any oral or implied agreement.

Applicant's Signature	Date
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