

**CHESTNUT GROVE BAPTIST CHURCH
APPLICATION FORM**

Date:

Position for which you are applying:

Are you available for:

Full-time _____

Part-time _____

Temporary work _____

Do you have a reliable means of transportation to and from work? Yes / No
How did you hear of this opportunity?

I. PERSONAL DATA

Name:

Phone Number:

Social Security Number:

E-mail address:

Physical Address:

How long at this address?

Prior Address:

How Long?

II. EDUCATION

High School Diploma: Yes / No If yes, when?

College or University:

Year Graduated:

Major/Minor:

III. EMPLOYMENT HISTORY (Present or most recent job first)

Are you presently employed? Yes / No

May we contact your present employer? Now ___ Later ___ No ___

1. Employer Name: Worked from _____ to _____
Address: Phone Number:

Supervisor: Salary/hourly rate:

Reason for leaving:

2. Employer Name: Worked from _____ to _____
Address: Phone Number:

Supervisor: Salary/hourly rate:

Reason for leaving:

3. Employer Name: Worked from _____ to _____
Address: Phone Number:

Supervisor: Salary/hourly rate:

Reason for leaving:

IV. JOB DATA

Check areas in which you have had experience or training:

- | | |
|------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Typing (Speed ___ WPM) | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Word Processor | <input type="checkbox"/> Writing and Editing |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> Web page design/maintenance | <input type="checkbox"/> Copying |
| <input type="checkbox"/> Faxing | <input type="checkbox"/> E-mail |

V. CHURCH LIFE

Denomination:

Name of Church (where you hold membership):

Location:

In what church activities did (do) you participate?

For what positions in a church have you volunteered or been employed?

VI. WORK HISTORY

Have you ever had a license suspended or revoked by a professional body or state agency? Yes / No. If so, explain circumstances:

How many days were you late to work last year?

How many days were you absent from work last year?

VII. CRIMINAL RECORD

Other than a minor traffic offense, have you ever been convicted of a crime? Yes or No. If so explain:

Are you currently involved in any legal proceedings? Yes or No. If so, please explain:

VIII. REFERENCES (Do not list relatives or former employers)

1. Name:
Phone:
Address:

Occupation:
Years Known:

REFERENCES (cont'd)

- 2. Name:
Phone:
Address:

Occupation:
Years Known:

- 3. Name:
Phone:
Address:

Occupation:
Years Known:

IX. ADDITIONAL INFORMATION

On a separate sheet of paper, please give us any additional information you desire about your education and experience (include any special talents). Please list any personal characteristics that you feel would prepare you for this position.

Employment terms: I understand that this church is an “at-will” employer and that employment may be terminated at any time with our without cause. This status is not to be altered unless we enter a contract that specifically addresses and replaces the “at-will” employment status.

Applicant Signature:

Date:

REFERENCE RELEASE:

The information I have provided is accurate and true and I understand that any false information is grounds for termination. I authorize the verification of this information with all former employers, references, and other appropriate persons. I will not take action against anyone releasing the requested information.

Applicant Signature:

Date: