

**First Baptist Church, South Richmond**  
**Application for Employment**  
(Please Print All Information)

_____	_____	_____	[REDACTED]
Last Name	First Name	Middle Initial	Social Security Number
_____	_____	_____	_____-_____-_____
Address	City, State	Zip Code	Phone Number
_____	_____	_____	\$_____ per _____
Position or Type of Work Applied For			Rate of Pay Requested

**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 start work? \_\_\_\_\_ Are you willing to work overtime? Yes  No

Are you at least 18 years old? Yes  No

If not, can you provide a valid Work Permit, high School diploma, or equivalent? Yes  No

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

How long have you lived at your current address? \_\_\_\_\_

Are you presently on layoff from another job and subject to recall? Yes  No

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

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 or attend First Baptist Church? Yes  No  If so, who? \_\_\_\_\_

Have you ever applied for work at First Baptist Church? Yes  No  If so, when? \_\_\_\_\_

Have you ever worked for First Baptist Church before? Yes  No  If so, when? \_\_\_\_\_

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) \_\_\_\_\_

\_\_\_\_\_

How did you find out about this employment opportunity? \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

TYPE OF SCHOOL	NAME AND ADDRESS	YEARS ATTENDED	GRADUATED	MAJOR
High School	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
College	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Post Graduate	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Business or Seminary	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Other	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

**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: \_\_\_\_\_ To: \_\_\_\_\_ Employer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Employer's Address: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Describe the Work You Did: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Employer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Employer's Address: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Describe the Work You Did: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Employer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Employer's Address: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Describe the Work You Did: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Employer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Employer's Address: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
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. _____ _____	_____	_____

**CERTIFICATION AND ACKNOWLEDGEMENT**

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 First Baptist Church, South Richmond to thoroughly investigate my work experience and any and all information they have concerning my previous employment. In addition, I hereby release First Baptist Church, South Richmond, 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, First Baptist Church, South Richmond may required 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, my employment will be under the Employment At Will terms and both First Baptist Church, South Richmond 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 First Baptist Church, South Richmond and may not be modified by any oral or implied agreement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_