



St. James Missionary Baptist Church is an equal opportunity employer

APPLICATION FOR EMPLOYMENT

Position You Are Applying For _____ Desire Salary _____

Date Available for Work _____

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Social Security Number: _____ Are you a US Citizen? Yes No

Have you ever been convicted of a felony? Yes No

If you answered "yes", explain the conviction

| Name/ Location of School | Years Attended | Did you Graduate? | Subject Area |
|--------------------------|----------------|-------------------|--------------|
| High School: | | | |
| College: | | | |
| Trade: | | | |

Additional Information:

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? Yes No

If you, please explain _____

EMPLOYMENT HISTORY

Are you currently employed? Yes No

If you currently employed, may we contact your current employer? Yes No

Below, please describe past and present employment positions, dating back five years. Please account for all periods of unemployment. *Even if you have attached a resume, this section must be completed.*

Name of Employer: _____

Supervisor Name: _____

Telephone: _____

Address: _____



St. James Missionary Baptist Church is an equal opportunity employer

Length of Employment (include dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

Name of Employer: _____

Supervisor Name: _____ Telephone: _____

Address: _____

Length of Employment (include dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

Name of Employer: _____

Supervisor Name: _____ Telephone: _____

Address: _____

Length of Employment (include dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

REFERENCES

List below three persons who have knowledge of your work performance within the last four years

| Name | Title | Company | Phone |
|------|-------|---------|-------|
| | | | |
| | | | |

ACKNOWLEDGMENT & AUTHORIZATION

Please read and initial each statement, then sign below:

_____ I certify that I have not purposely withheld any information that might adversely affect my chances for hiring.

_____ I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

_____ I permit the company to examine my references, record of employment, education record, and any other information I have provided.

_____ I understand that to be considered for employment with the Church I must submit to and pass a urine drug screening test and background check. I hereby agree to submit to the drug screening and background test and authorize the disclosure of the results thereof to the church

Signature of Applicant

Date