

Employment Application

Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, are you authorized to work in the U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_

Social Media footprint (Twitter, LinkedIn, Facebook, Instagram, etc.) if applicable

\_\_\_\_\_

Have you ever been convicted of a felony?  YES  NO

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

Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

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

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Degree: \_\_\_\_\_

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

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

References

*Please list three references:*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Current Employment**

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

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  YES  NO

**Previous Employment**

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

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  YES  NO

**Previous Employment**

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

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Ordination and Current Church**

Are you licensed? Yes \_\_\_\_\_ No \_\_\_\_\_      Are you ordained? Yes \_\_\_\_\_ No \_\_\_\_\_

Licensure date and place: \_\_\_\_\_

Licensed by: \_\_\_\_\_

Denomination: \_\_\_\_\_

Ordination date and place: \_\_\_\_\_

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

\_\_\_\_\_

Ordained by: \_\_\_\_\_

Denomination: \_\_\_\_\_

Current church name and address where you are a member:

Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

**Disclaimer and Signature**

Please read and initial the below statements and sign application.

\_\_\_\_\_ I certify that the information given by me to the questions on this application, including representations in my resume, if given, are true and correct to the best of my knowledge, and been made with no mental reservations whatsoever and I have not withheld any information that might adversely affect my chances for consideration. I understand that misleading or false statements will constitute a sufficient case for refusal of hire, employment termination or employment covenant.

\_\_\_\_\_ I understand that neither the acceptance of this application nor the subsequent entry into any type of employment and covenant relationship with Second Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with the Second Baptist Church it will be at-will basis. This means that either the Second Baptist Church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

\_\_\_\_\_ I authorize the release of national and state criminal records, as well as credit history report to Second Baptist Church. I authorize the schools, my former employers, and people named in this application to release to the Second Baptist Church any information requested to verify the information on this application, and my education and employment

# SECOND BAPTIST CHURCH

72 Carroll Street, Paterson, NJ 07501

history as allowed by law. I also give Second Baptist Church permission to use the information acquired to conduct a background check on me.

\_\_\_\_\_ I understand that if I am a finalist, I will have to submit to a drug screening test.

\_\_\_\_\_ I understand that if I am a finalist, I will have to submit to a background check.

\_\_\_\_\_ I understand that if I am a finalist, I will have to submit to a credit check.

Applicant's Printed Name: \_\_\_\_\_

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