**EMPLOYMENT APPLICATION**

**NEW LIFE BAPTIST CHURCH**

3600 Snapfinger Road

Lithonia, GA 30038

(770)322-6262 (770)322-0554 fax

**Please Print Clearly**

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Last Name First Name Middle**  | **Social Security No.** |
| **Present Address City State Zip** |
| **Telephone Number Home ( ) Alt. Number ( ) Best time to contact you:** |

**EMPLOYMENT DESIRED**

|  |  |  |
| --- | --- | --- |
| **Position**  | **Date Available to Start**  | **Salary Desired $** |
| **How did you learn about this position?**  | **Are you currently employed? Yes NO**  | **If so, may we contact you present employer? YES NO** |
| **What prompted you to seek employment with New Life Baptist Church?** |
| **Are you prevented from lawfully becoming employed in this country because of immigration status?****( ) YES ( ) NO****PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON NOTIFICATION OF EMPLOYMENT** |
| **Are you available to work****( ) Full Time ( ) Part time ( ) Shift Work ( ) Temporary**  | **Can you travel if the job required it? ( ) YES ( ) NO** |
| **Have you ever been convicted of any criminal offense? ( ) Yes ( ) No****If yes, please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  **Name and Location**  | **Course(s) Taken**  | **Years Attended**  | **Did You Graduate?** |
| **HIGH SCHOOL** |  |  |  |  |
| **COLLEGE Major Degree** |  | Major | Degree |  |  |
| **SEMINARY/BIBLE** **COLLEGE**  |  |  |  |  |  |
| **BUSINESS OR****PROFESSIONAL****TRADE SCHOOL** |  |  |  |  |
| **OTHER** |  |  |  |  |

**SKILLS/TRADES**

 List any specialized training, apprenticeship, skills and extra-curricular activities that are applicable to the position for which you are applying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 List Professional, Trade, Business, or Civic Activities and Offices Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Are you a licensed or ordained minister? **YES NO** **If so, by whom?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAST EMPLOYMENT** – Begin with most recent position

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name and Address   | FromMo. Yr. | ToMo. Yr.  | Starting Salary  | Ending Salary | Reason for Leaving |
|  |  |  |  |  |  |
|  | List position and briefly describe duties performed: |
|  |
| Telephone: |
| Supervisor: |
|  |
|  |
| Company Name and Address   | FromMo. Yr. | ToMo. Yr.  | Starting Salary  | Ending Salary | Reason for Leaving |
|  |  |  |  |  |  |
|  | List position and briefly describe duties performed: |
|  |
| Telephone: |
| Supervisor: |
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| Company Name and Address   | FromMo. Yr. | ToMo. Yr.  | Starting Salary  | Ending Salary | Reason for Leaving |
|  |  |  |  |  |  |
|  | List position and briefly describe duties performed: |
|  |
| Telephone: |
| Supervisor: |
|  |
|  |

 If you need additional space, please continue on a separate sheet of paper

**REFERENCES** Give below the names of three persons not related to you whom you have known for at least one year

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Phone No. | No. of Yrs. Known |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**AUTHORIZATION**

 I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of New Life Baptist Church has any authority to enter into any agreement for employment for any specific period of time, or make any agreement contrary to the foregoing, unless it is in writing and signed by the Business Administrator.

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_