

# SHELBY BAPTIST ASSOCIATION

205 Walton Street ▪ P O Box 888 ▪ Columbiana Alabama 35051



## EMPLOYMENT APPLICATION

POSITION APPLYING FOR \_\_\_\_\_

### I. PERSONAL DATA

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE/MAIDEN NAME \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### II. EDUCATION

HIGH SCHOOL GRAD YES  NO  IF YES, YEAR GRADUATED \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_

DO YOU HAVE ANY SECONDARY EDUCATION YES  NO  Begin with most current school first.

1. SCHOOL NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_

YEAR GRADUATED; IF NOT, HOURS COMPLETED \_\_\_\_\_ MAJOR \_\_\_\_\_

2. SCHOOL NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_

YEAR GRADUATED; IF NOT, HOURS COMPLETED \_\_\_\_\_ MAJOR \_\_\_\_\_

3. SCHOOL NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_

YEAR GRADUATED; IF NOT, HOURS COMPLETED \_\_\_\_\_ MAJOR \_\_\_\_\_

SCHOOL ACTIVITIES YOU WERE INVOLVED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. EMPLOYMENT HISTORY** BEGIN WITH MOST CURRENT FIRST

1. EMPLOYER \_\_\_\_\_ CITY/STATE \_\_\_\_\_  
IMMEDIATE SUPERVISOR \_\_\_\_\_ EMPLOYER'S PHONE \_\_\_\_\_  
WORKED FROM \_\_\_\_\_ TO \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? YES  NO   
REASON FOR LEAVING \_\_\_\_\_  
WORK RESPONSIBILITIES \_\_\_\_\_  
\_\_\_\_\_

2. EMPLOYER \_\_\_\_\_ CITY/STATE \_\_\_\_\_  
IMMEDIATE SUPERVISOR \_\_\_\_\_ EMPLOYER'S PHONE \_\_\_\_\_  
WORKED FROM \_\_\_\_\_ TO \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? YES  NO   
REASON FOR LEAVING \_\_\_\_\_  
WORK RESPONSIBILITIES \_\_\_\_\_  
\_\_\_\_\_

3. EMPLOYER \_\_\_\_\_ CITY/STATE \_\_\_\_\_  
IMMEDIATE SUPERVISOR \_\_\_\_\_ EMPLOYER'S PHONE \_\_\_\_\_  
WORKED FROM \_\_\_\_\_ TO \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? YES  NO   
REASON FOR LEAVING \_\_\_\_\_  
WORK RESPONSIBILITIES \_\_\_\_\_  
\_\_\_\_\_

4. EMPLOYER \_\_\_\_\_ CITY/STATE \_\_\_\_\_  
IMMEDIATE SUPERVISOR \_\_\_\_\_ EMPLOYER'S PHONE \_\_\_\_\_  
WORKED FROM \_\_\_\_\_ TO \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? YES  NO   
REASON FOR LEAVING \_\_\_\_\_  
WORK RESPONSIBILITIES \_\_\_\_\_  
\_\_\_\_\_

5. EMPLOYER \_\_\_\_\_ CITY/STATE \_\_\_\_\_  
IMMEDIATE SUPERVISOR \_\_\_\_\_ EMPLOYER'S PHONE \_\_\_\_\_  
WORKED FROM \_\_\_\_\_ TO \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? YES  NO   
REASON FOR LEAVING \_\_\_\_\_  
WORK RESPONSIBILITIES \_\_\_\_\_  
\_\_\_\_\_

**III. JOB SKILLS** PLEASE CHECK IF YOU HAVE A BASIC WORKING KNOWLEDGE OF THE FOLLOWING

- MicroSoft Word
- MicroSoft Works
- MicroSoft Excel
- MicroSoft Publisher
- InDesign
- PhotoShop
- Illustrator
- 10-Key Calculator
- Copier
- Folder

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL IS IMPORTANT ESPECIALLY ABOUT  
 YOUR EDUCATION AND EXPERIENCES, AND INCLUDE ANY SPECIAL TALENTS, GIFTS, AND/OR  
 SKILLS YOU MAY HAVE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. CHURCH LIFE** BEGIN WITH MOST CURRENT FIRST

1. CHURCH \_\_\_\_\_ CITY/STATE \_\_\_\_\_

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ ARE YOU A MEMBER? YES  NO

REASON FOR LEAVING \_\_\_\_\_

ACTIVITIES YOU WERE INVOLVED \_\_\_\_\_

\_\_\_\_\_

2. CHURCH \_\_\_\_\_ CITY/STATE \_\_\_\_\_

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ WERE YOU A MEMBER? YES  NO

REASON FOR LEAVING \_\_\_\_\_

ACTIVITIES YOU WERE INVOLVED \_\_\_\_\_

\_\_\_\_\_

3. CHURCH \_\_\_\_\_ CITY/STATE \_\_\_\_\_

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ WERE YOU A MEMBER? YES  NO

REASON FOR LEAVING \_\_\_\_\_

ACTIVITIES YOU WERE INVOLVED \_\_\_\_\_

\_\_\_\_\_

4. CHURCH \_\_\_\_\_ CITY/STATE \_\_\_\_\_

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ WERE YOU A MEMBER? YES  NO

REASON FOR LEAVING \_\_\_\_\_

ACTIVITIES YOU WERE INVOLVED \_\_\_\_\_

\_\_\_\_\_

**IV. CHARACTER REFERENCES**

1. NAME \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ YEARS KNOWN THIS PERSON \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

2. NAME \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ YEARS KNOWN THIS PERSON \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

3. NAME \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ YEARS KNOWN THIS PERSON \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**V. OTHER INFORMATION**

1. HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF A CRIME?..... YES  NO

2. HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF ABUSING OR MOLESTING A MINOR? ..... YES  NO

3. HAVE YOU EVER BEEN BONDED? ..... YES  NO

**I hereby authorize Shelby Baptist Association to perform the following reference/background/verification checks as explained below:**

- Reference check for employment purposed and any necessary background/verification pertaining thereto.
- Criminal records check for employment purposed and any necessary background/verification pertaining thereto.
- Credit check for employment purposed and any necessary background/verification pertaining thereto.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER