

# JOB APPLICATION FORM

\_\_\_\_\_ Date



Application for what position \_\_\_\_\_

## I. PERSONAL DATA

Name (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_

Address (street) \_\_\_\_\_

(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

Day telephone number (\_\_\_\_\_) \_\_\_\_\_ Night telephone number (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

## II. EDUCATION

High School Diploma: Yes \_\_\_ No \_\_\_: If yes, when? \_\_\_\_\_ where? \_\_\_\_\_

Business College: Yes \_\_\_ No \_\_\_: If yes, when? \_\_\_\_\_ where? \_\_\_\_\_

University or College: Yes \_\_\_ No \_\_\_: If yes, did you graduate? \_\_\_\_\_

What was your major \_\_\_\_\_ minor \_\_\_\_\_

Name and location of college/university \_\_\_\_\_

School or college activities in which you engaged \_\_\_\_\_

## III. EMPLOYMENT HISTORY (Start with present or most recent job. Use more paper as needed)

1. Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Worked from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly salary or hourly rate \_\_\_\_\_

Type of work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Worked from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly salary or hourly rate \_\_\_\_\_

Type of work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Worked from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly salary or hourly rate \_\_\_\_\_

Type of work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## IV. JOB SKILLS (List areas in which you have had experience, skills or training)

1. List areas in which you have had experience, skills, or training

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2. List software in which you have had experience, skills, or training. (The SBA office uses ACS, Access, Excel, Front Page, Word, Outlook, Calendar Creator, and others.)

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**V. CHURCH LIFE**

Denomination \_\_\_\_\_

Name of church where you hold membership \_\_\_\_\_

Location \_\_\_\_\_

What church activities do you participate in? \_\_\_\_\_

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**VI. CHURCH MEMBERSHIP HISTORY** (Start with present or most recent church. Use more paper as needed)

1. Name of church \_\_\_\_\_

Address \_\_\_\_\_

Member/attendee from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of volunteer work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Name of church \_\_\_\_\_

Address \_\_\_\_\_

Member/attendee from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of volunteer work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**VII. CHARACTER REFERENCES**

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

**VIII. ADDITIONAL INFORMATION**

Have you ever been charged with or convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with or convicted of abusing or molesting a minor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been bonded? Yes \_\_\_\_\_ No \_\_\_\_\_

Please give us any additional information you desire about your education and experience (including any special talents).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize Shelby Baptist Association to:

- Do a reference check for employment purposes and any necessary background and verification pertaining thereto.
- Do a criminal records check for employment purposes and any necessary background and verification pertaining thereto.
- Do a credit check for employment purposes and any necessary background and verification pertaining thereto.

Social Security Number \_\_\_\_\_ Driver's License Number and State \_\_\_\_\_

Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_