



SHELBY BAPTIST ASSOCIATION

# SHELBY BAPTIST ASSOCIATION

## JOB APPLICATION FORM

**JOB APPLYING FOR:** \_\_\_\_\_

<b>I. PERSONAL DATA</b>		DATE:
FULL NAME (FIRST, MIDDLE/MAIDEN, LAST):		
PHYSICAL ADDRESS:		
MAILING ADDRESS:		
PHONE NUMBER:	ALTERNATE PHONE NUMBER:	
EMAIL:		
<b>II. EDUCATION</b>		
HIGH SCHOOL:	GRADUATION DATE:	
ADDRESS/LOCATION:		
EXTRACURRICULAR ACTIVITIES:		
COLLEGE:	GRADUATION DATE:	
ADDRESS/LOCATION:		
MAJOR(S):	MINOR(S):	
HOURS CURRENTLY ENROLLED:	HOURS COMPLETED:	
EXTRACURRICULAR ACTIVITIES:		
COLLEGE:	GRADUATION DATE:	
ADDRESS/LOCATION:		
MAJOR(S):	MINOR(S):	
HOURS CURRENTLY ENROLLED:	HOURS COMPLETED:	
EXTRACURRICULAR ACTIVITIES:		
COLLEGE:	GRADUATION DATE:	
ADDRESS/LOCATION:		
MAJOR(S):	MINOR(S):	
HOURS CURRENTLY ENROLLED:	HOURS COMPLETED:	
EXTRACURRICULAR ACTIVITIES:		
<b>III. EMPLOYMENT HISTORY</b> (START WITH PRESENT OR MOST RECENT JOB. USE MORE PAPER AS NEEDED.)		
EMPLOYER:	SUPERVISOR:	
ADDRESS/LOCATION:		
START DATE:	END DATE:	
STARTING SALARY/HOURLY RATE:	ENDING SALARY/HOURLY RATE:	
JOBS HELD/WORK PERFORMED:		
REASON(S) FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
PHONE NUMBER:		

NAME:

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EMPLOYER: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

ADDRESS/LOCATION: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

STARTING SALARY/HOURLY RATE: \_\_\_\_\_ ENDING SALARY/HOURLY RATE: \_\_\_\_\_

JOBS HELD/WORK PERFORMED:

REASON(S) FOR LEAVING:

MAY WE CONTACT THIS EMPLOYER? YES:  NO:  PHONE NUMBER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

ADDRESS/LOCATION: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

STARTING SALARY/HOURLY RATE: \_\_\_\_\_ ENDING SALARY/HOURLY RATE: \_\_\_\_\_

JOBS HELD/WORK PERFORMED:

REASON(S) FOR LEAVING:

MAY WE CONTACT THIS EMPLOYER? YES:  NO:  PHONE NUMBER: \_\_\_\_\_

**IV. JOB SKILLS** (LIST AREAS IN WHICH YOU HAVE HAD EXPERIENCE, SKILLS OR TRAINING.)

1. LIST AREAS IN WHICH YOU HAVE EXPERIENCE, SKILLS, AND/OR TRAINING:

2. COMPUTER SOFTWARE PROFICIENCY:

SOFTWARE	0 NO EXPERIENCE	1 BASIC COMPETENCY	2 HIGHLY EXPERIENCED	3 CERTIFIED USER
MICROSOFT WORD				
MICROSOFT PUBLISHER				
MICROSOFT EXCEL				
MICROSOFT ACCESS				
GOOGLE CALENDER				
GOOGLE DOCS				
GOOGLE PHOTOS				
CHARITY TRACKER				
OTHER:				
OTHER:				

NAME:



**V. CHURCH MEMBERSHIP** (START WITH PRESENT OR MOST RECENT CHURCH. USE MORE PAPER AS NEEDED.)

CHURCH NAME:

ADDRESS/LOCATION:

ATTENDED FROM:

ATTENDED TO:

ARE YOU A MEMBER?

YES:

NO:

DO YOU ATTEND REGULARLY?

YES:

NO:

REASON(S) FOR LEAVING:

MINISTRY INVOLVEMENT:

CHURCH NAME:

ADDRESS/LOCATION:

ATTENDED FROM:

ATTENDED TO:

ARE YOU A MEMBER?

YES:

NO:

DO YOU ATTEND REGULARLY?

YES:

NO:

REASON(S) FOR LEAVING:

MINISTRY INVOLVEMENT:

CHURCH NAME:

ADDRESS/LOCATION:

ATTENDED FROM:

ATTENDED TO:

ARE YOU A MEMBER?

YES:

NO:

DO YOU ATTEND REGULARLY?

YES:

NO:

REASON(S) FOR LEAVING:

MINISTRY INVOLVEMENT:

INITIAL ONE:

YES:

NO:

I HAVE READ ***THE BAPTIST FAITH AND MESSAGE*** AND AGREE TO ABSTAIN FROM TEACHING OR PROMOTING ANYTHING THAT CONTRADICTS THE DOCTRINAL STATEMENTS FOUND THERE IN WHILE EMPLOYED BY THE SBA.

<http://www.sbc.net/bfm2000/bfm2000.asp>



**VI. ADDITIONAL INFORMATION**

PLEASE GIVE US ANY ADDITIONAL INFORMATION YOU DESIRE ABOUT YOUR EDUCATION AND EXPERIENCE (INCLUDING ANY SPECIAL TALENTS):

DAYS AND HOURS AVAILABLE:

NAME:		
<b>VII. CHARACTER REFERENCES (Provide Three)</b>		
NAME:	RELATIONSHIP:	
OCCUPATION:	YEARS KNOWN:	
ADDRESS:		
E-MAIL:	PRIMARY PHONE:	
NAME:	RELATIONSHIP:	
OCCUPATION:	YEARS KNOWN:	
ADDRESS:		
E-MAIL:	PRIMARY PHONE:	
NAME:	RELATIONSHIP:	
OCCUPATION:	YEARS KNOWN:	
ADDRESS:		
E-MAIL:	PRIMARY PHONE:	
<b>VIII. BACKGROUND CHECK INFORMATION</b>		
HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF A CRIME?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF ABUSING OR MOLESTING A MINOR?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
HAVE YOU EVER BEEN BONDED?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
I HEREBY AUTHORIZE THE SHELBY BAPTIST ASSOCIATION TO PERFORM THE FOLLOWING REFERENCE/BACKGROUND/VERIFICATION CHECKS AS EXPLAINED BELOW:		
<ul style="list-style-type: none"> <li>REFERENCE CHECK FOR EMPLOYMENT PURPOSES AND ANY NECESSARY BACKGROUND/VERIFICATION PERTAINING THERETO.</li> <li>CRIMINAL RECORDS CHECK FOR EMPLOYMENT PURPOSES AND ANY NECESSARY BACKGROUND/VERIFICATION PERTAINING THERETO.</li> <li>CREDIT CHECK FOR EMPLOYMENT PURPOSES AND ANY NECESSARY BACKGROUND/VERIFICATION PERTAINING THERETO.</li> <li>MOTOR VEHICLE CHECK FOR EMPLOYMENT PURPOSES AND ANY NECESSARY BACKGROUND/VERIFICATION PERTAINING THERETO.</li> </ul>		
SOCIAL SECURITY #:	DATE OF BIRTH:	
DRIVER'S LICENSE # & STATE:	STATES LIVED-IN:	
<b>I CERTIFY THAT ALL ANSWERS AND STATEMENTS ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT, SHOULD THIS APPLICATION CONTAIN ANY FALSE OR MISLEADING INFORMATION, MY APPLICATION MAY BE REJECTED OR MY EMPLOYMENT WITH THIS COMPANY TERMINATED.</b>		
SIGNATURE:	DATE:	

---OFFICE USE ONLY---	DATE RECEIVED	DATE CHECKED	STAFF MEMBER	
COMPLETED APPLICATION				DATE & TIME OF INTERVIEW:
REFERENCE #1				LOCATION OF INTERVIEW:
REFERENCE #2				STAFF MEMBERS PRESENT:
REFERENCE #3				
APPLICANT CONTACTED				APPROVED:      DENIED:      CONTACTED: