

New Covenant Faith Baptist Church  
**APPLICATION FOR EMPLOYMENT**

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

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

Telephone Number: (    ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you legally eligible for employment in this country? Yes No

**Education**

Attended Degree \_\_\_\_\_

HighSchool \_\_\_\_\_ City/State \_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_

2 Year College \_\_\_\_\_

4 Year College \_\_\_\_\_

Technical/Professional \_\_\_\_\_

If you are currently enrolled in school, what are you studying? \_\_\_\_\_

What computer software do you have training or experience using? Please

list: \_\_\_\_\_

What else would you like to tell us about your qualifications for this position? \_\_\_\_\_

**References**

List three employment references. If you do not have three, list personal references who are not related to you.

Name	Address	Phone Number	Years known

**Work History - Attach Resume if Available**

Current or Last Employer May we contact? Yes No \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position or Title: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Briefly describe duties, responsibilities and important accomplishments below: \_\_\_\_\_

**Next Previous Employer:**

Name of Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position or Title: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Briefly describe duties, responsibilities and important accomplishments below: \_\_\_\_\_

**Next Previous Employer**

Name of Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position or Title: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Briefly describe duties, responsibilities and important accomplishments below: \_\_\_\_\_

**\*This page need not be completed if a resume is submitted.**

I understand that this application may be withdrawn or my employment may be terminated if I have made any misrepresentation on this form. I authorize the church to contact all references to seek job-related information about me, and I release New Covenant Faith Baptist Church and all persons and companies from liability for furnishing such information. I understand that New Covenant Faith Baptist Church may also request permission to check both my motor vehicle and criminal histories. I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that it is at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice.

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

**Authorization and Release of Information**

I authorize New Covenant Faith Baptist Church and it's agents to contact any person or employers listed on my employment application to confirm information supplied by me and/or to obtain other information about my employment. I authorize all persons and employers to release any information about my qualifications. I also release any person or employer which provides information from any and all liability for providing that information.

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

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