

Employment Application

First Baptist Church - Benton, Arkansas

Applicant Information

Legal Name: _____

Last

First

Middle

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Available Start Date: _____ Salary Requirement: _____

Have you ever worked for this company? Yes No

If yes, when? _____

Are you a citizen of the United States? Yes No

If no, are you legally allowed to work in the United States? Yes No

Type of employment desired? Full Time Part Time Temporary

Have you ever pled "guilty," or been convicted of a crime? Yes No

If yes, give dates and details:

Answering "yes" to these questions does not automatically reject you for employment. The date of the offense, the seriousness and nature of the violation, rehabilitation, and the position applied for will be considered.

Driver's license number: _____ State: _____

Who referred you to us? _____

Education Information

High School: _____ City: _____ State: _____

Years Attended: _____ Did you graduate? Yes No

College/University: _____ City: _____ State: _____

Years Attended: _____ Did you graduate? Yes No

Degree Sought/Received: _____

Other: _____ City: _____ State: _____

Years Attended: _____ Did you graduate? Yes No

Degree Sought/Received: _____

Skills and Qualifications (Please summarize any special skills, certifications, and qualifications.)

Previous Employment Information (Begin with the most recent position.)

Dates of Employment: _____
From To Position: _____

Company: _____ City: _____ State: _____

Phone: _____ Supervisor: _____

Responsibilities:

Ending Salary: _____ Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: _____
From To Position: _____

Company: _____ City: _____ State: _____

Phone: _____ Supervisor: _____

Responsibilities:

Ending Salary: _____ Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: _____
From To Position: _____

Company: _____ City: _____ State: _____

Phone: _____ Supervisor: _____

Responsibilities:

Ending Salary: _____ Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Do you have an updated resume? Yes No

If yes, please attach your resume to this application.

Reference Information

Please provide the names and contact information of two people to whom you are not related, one personal and one work affiliated.

Name: _____ Personal Reference _____ Work Reference _____

Phone: _____ Email: _____

Name: _____ Personal Reference _____ Work Reference _____

Phone: _____ Email: _____

Certification

I certify that the answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, legal, employment, educational, and citizenship history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

If I am employed, I understand that false or misleading information in my application or interview(s) may result in dismissal.

Signature of Applicant

Date

OFFICE USE ONLY

Date Received: _____ Received by: _____

Position Applied for: _____