

Pleasant Valley Baptist Church

APPLICATION FOR EMPLOYMENT

Date of Application

Please Print Legibly

POSITION

Position(s) Applying For 1. _____ 2. _____ 3. _____	Hours Available For Work	<input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> Week Ends <input type="checkbox"/> Summer	Date Available For Work
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PERSONAL INFORMATION

Last Name	First Name	Middle Name or Initial	Other Names Used
Current Address		City, State and Zip Code	
Previous Address		City, State and Zip Code	
Previous Address		City, State and Zip Code	
Home Phone (With Area Code)	Day time phone (if different)	Social Security Number	Email address

EDUCATION

Indicate highest grade completed: 11 12 GED College 1 2 3 4
 Graduate School 1 2 3 4

Schools beginning with High School

School	City/State	Dates Attended (mo/yr) From: To:	Graduate? Indicate: Yes or No	Degree/Major
High School				
College/University				
College/University				

Can you complete the pre-employment hiring process (including completing an employment application and interviewing) with or without reasonable accommodation? Yes No

Please answer the following five questions:

1. Are you a United States citizen or alien legally authorized to work in the United States? Yes No

2. Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? [A criminal conviction will not necessarily disqualify you from consideration for employment.]

No Yes (if yes, please explain fully using a separate sheet if necessary)

3. Have you ever been accused or alleged to have committed any act of neglecting, abusing or molesting any child?

No Yes (if yes, please explain fully using a separate sheet if necessary)

4. Why do you want to work at Pleasant Valley Baptist Church?

5. Are you related to anyone on staff at Pleasant Valley Baptist Church? If so, please list name and relationship:

CHURCH HISTORY

Please provide the following information concerning your church background over the past five years (if applicable).

Current Church	Member: Yes/ No Years:	Address	Phone
Previous Church	Member: Yes/ No Years:	Address	Phone
Previous Church	Member: Yes/ No Years:	Address	Phone
Church Volunteer Positions held:			
Boards, Committees or Task Forces on which you have served:			
Have you ever served on a Church Staff: Yes/ No	If yes, Name and Address of Church		Phone
Title of Position(s) held:			
Name of Direct Supervisor:	Address:		Phone

Would you briefly describe your spiritual journey?

EMPLOYMENT HISTORY

List all employers (including military service) over the last ten years in order beginning with the current or most recent employer. Please attach another sheet if necessary.

Current or recent Employer			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact current employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Describe briefly your responsibilities and what you liked or disliked about the position					

Employer:			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Describe briefly your responsibilities and what you liked or disliked about the position					

Employer			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Describe briefly your responsibilities and what you liked or disliked about the position					

TRAINING and EXPERIENCE

List any additional training or experience you have had that qualifies you for the position you are seeking, including training courses attended or any professional license or certification: (you may attach a second sheet if desired)

EMPLOYMENT INFORMATION

All qualified applicants will receive consideration without discrimination of sex, marital status, race, color, age, creed, national origin, military reserve membership, ancestry, height, weight or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment.

The job description for the job that you seek at Pleasant Valley Baptist Church is attached to this application or provided previously. Have you read the job description? Yes No

The job description lists the essential functions of the job. Can you perform all of the essential functions of the job, with or without reasonable accommodation?

Yes No

SPECIAL SKILLS

10 Key Word Excel Power Point Data Entry Other _____

Please list additional skills or special skills and qualifications acquired from employment or other experiences that may have prepared you for work with Pleasant Valley Baptist Church:

ADDITIONAL INFORMATION

Use the space below to summarize any additional information you would like for those reviewing this application to know or to expand any statements made in other sections of this application form. Attach additional sheets if necessary.

PLEASE READ BEFORE SIGNING

Accuracy/Verification of Information:

I promise that the information provided in this Application (and accompanying resume, if any) is true and complete, to the best of my knowledge, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date.

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize Pleasant Valley Baptist Church to contact my references and past employers to obtain information concerning my past experiences, education and personal character. I understand that if hired, I will be required to submit to a drug test.

I authorize any persons, schools current employers, past employers, organizations and agencies to provide Pleasant Valley Baptist Church with relevant information and opinion that may be used in employment decisions. In consideration of the church's review of this application, I release it and all providers of information from any liability as a result of furnishing and receiving this information.

SIGNATURE: _____ **DATE:** _____