



Application for Employment

An Equal Opportunity Employer

PERSONAL PROFILE

Position Applied for:			Salary Desired:	
First Name:		Middle Name:		Last Name:
Address:			City:	State: Zip Code:
Primary Contact Number:			Alternate Contact Number:	
Primary Email:				
Are you 18 Years of Age or Older? Yes No			Do you have a valid Driver's License? Yes No	
For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No				
Do you have members of your household or relatives currently employed by Saint Paul's Baptist Church? Yes No If yes, Please provide the following information:				
	Name:		Relationship:	
	Name:		Relationship:	

EDUCATION

Name of High School:		Diploma/GED Received: Yes No		
Name of College/University:		Credit/Hours:		Degree:
Major or Specialty:			Minor if applicable:	
Degree Received: Yes No			Dates Attended:	
Name of College/University:		Credit/Hours:		Degree:

Major or Specialty:	Minor if applicable:
Degree Received: Yes No	Dates Attended:

EMPLOYMENT HISTORY (In chronological order starting with most recent)

Employer Name:	Dates Employed:	Job Title:
Most Recent/Ending Salary:	Hours Per Week:	
Duties:		
Supervisor Name:	Supervisor Title:	Phone:
Reason for Leaving:		
May we contact? Yes No If no, please give reason		

Employer Name:	Dates Employed:	Job Title:
Most Recent/Ending Salary:	Hours Per Week:	
Duties:		
Supervisor Name:	Supervisor Title:	Phone:
Reason for Leaving:		

Employer Name:	Dates Employed:	Job Title:
Most Recent/Ending Salary:	Hours Per Week:	
Duties:		
Supervisor Name:	Supervisor Title:	Phone:
Reason for Leaving:		

Employer Name:	Dates Employed:	Job Title:
Most Recent/Ending Salary:	Hours Per Week:	
Duties:		
Supervisor Name:	Supervisor Title:	Phone:
Reason for Leaving:		

MILITARY

Have you ever served in the Armed Forces? Yes No	Dates of Service:	Specialty:
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Are you currently a member of the National Guard? Yes No	Dates of Service:	Specialty:
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SKILLS**COMPUTER SKILLS** (Please indicate your Skill Level)

Microsoft Word	Beginner	Intermediate	Advanced
Excel	Beginner	Intermediate	Advanced
Power Point	Beginner	Intermediate	Advanced
Access	Beginner	Intermediate	Advanced
Outlook	Beginner	Intermediate	Advanced
Internet	Beginner	Intermediate	Advanced

OFFICE SKILLS

Filing	Data Entry	Typing WPM	Switchboard
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ACCOUNTING SKILLS

Accounts Payable	Accounts Receivable	General Ledger	Cash Register
Bank Teller	Other		

FACILITIES

Electrical	Painting	Carpentry	Plumbing
Other			

REFERENCES (List three persons not related to you whom you have known at least one year)

Name:		Address:	
Job Title:	Telephone Number:	Years Acquainted:	
Name:		Address:	
Job Title:	Telephone Number:	Years Acquainted:	
Name:		Address:	
Job Title:	Telephone Number:	Years Acquainted:	

SUMMARY STATEMENT - (Manager Level Positions Only)

Please use space below to briefly provide a statement of your Christian beliefs and/or faith.

CONVICTION/CRIMINAL HISTORY

Have you ever been convicted of, or are you the subject of pending charges of any crime/offense? Yes No

If yes or pending, specify crime(s), state and/or other location:

Have you ever been the subject of a founded complaint of child abuse or neglect?: Yes No

If yes or pending, state and/or other location:

AGREEMENT

In exchange for the consideration of my job application by The Saint Paul's Baptist Church (hereinafter called "the Church"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Church practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of The Saint Paul's Baptist Church, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an authorized Church representative. Both the undersigned and The Saint Paul's Baptist Church may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Church may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for denial of employment or dismissal at any time without any previous notice. I hereby give the Church permission to contact schools, current and/or previous employers (unless otherwise indicated), references, and others, and hereby release the Church from any liability as a result of such contact.

I understand that employment by The Saint Paul's Baptist Church is contingent upon completion of all required pre-employment, credit (as applicable) and criminal background checks. I understand that The Saint Paul's Baptist Church may also perform a search of the Child Protective Services records, if relative to position. Any derogatory information found as a result of these checks may be grounds for denial of employment or immediate dismissal.

I understand that in accordance with the Code of Virginia and regulations promulgated by the Virginia Department of Social Services, I may be required to provide proof of good health as signified by a licensed physician or other medical professional. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I also understand that (1) the Church has a drug and alcohol policy that promotes a drug-free workplace, (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of any required testing under such policy.

Signature of applicant:

Date:

Thank you for your interest in The Saint Paul's Baptist Church!

Revised 05/16/12