



# Application For Employment *(Please print all information)*

Date of Application \_\_\_\_\_

Position applying for: \_\_\_\_\_

## APPLICANT INFORMATION

Name (Last, First, Middle) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

If you were to die today, do you know for sure you would go to heaven?  YES  NO If you stood before God and He asked you 'Why should I let you into my heaven?' how would you reply to God's question? Please give detailed answer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a member of Family Church?  YES  NO

Name of campus or church you attend \_\_\_\_\_

Have you previously applied for employment with Family Church or PBCA?  YES  NO When? \_\_\_\_\_

Have you ever been employed with Family Church or PBCA?  YES  NO When? \_\_\_\_\_

Have you ever been dismissed or forced to resign from any employment?  YES  NO

If yes, please explain \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?  YES  NO

Are you a U.S. citizen or approved to work in the United States?  YES  NO

What document will you provide as proof of citizenship or legal status? \_\_\_\_\_

Have you ever served in the United States Military?  YES  NO

Were you honorably discharged?  YES  NO If NO, explain: \_\_\_\_\_

Have you ever been convicted (or are any charges pending) of a felony/criminal offense?  YES  NO

If yes, please explain \_\_\_\_\_

Do you use: Tobacco?  YES  NO      Drugs?  YES  NO      Drink alcoholic beverages?  YES  NO

How did you hear about this position?

Church website  Worship Program  Friend  Other \_\_\_\_\_

Date available for work if hired \_\_\_\_\_

Available to work  Full-Time  Part-Time  Shift Work  Temporary

## **EDUCATION and TRAINING**

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### **High School**

<b>Name</b>	<b>Location (city/state)</b>	<b>Year Graduated</b>	<b>Course of study / Degree earned</b>

### **College/University**

<b>Name</b>	<b>Location (city/state)</b>	<b>Year Graduated</b>	<b>Course of study / Degree earned</b>

### **Post Graduate Studies**

<b>Name</b>	<b>Location (city/state)</b>	<b>Year Graduated</b>	<b>Course of study / Degree earned</b>

### **Vocational School/Specialized Training**

<b>Name</b>	<b>Location (city/state)</b>	<b>Year Graduated</b>	<b>Course of study / Degree earned</b>

## **JOB SKILLS / QUALIFICATIONS**

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### Summary of Skills

List skills and qualifications you possess for the position for which you are applying:

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List other training, qualifications and skills, i.e. audiovisuals, bookkeeping, computer & software (be specific when identifying computer skills), other language(s), food service, recreation, professional licenses, certificates or registrations, etc.

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**EMPLOYMENT HISTORY** *List current or most recent employment first*

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**EMPLOYER NAME** \_\_\_\_\_

Job Title/Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

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

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EMPLOYER NAME** \_\_\_\_\_

Job Title/Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

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

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EMPLOYER NAME** \_\_\_\_\_

Job Title/Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

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

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PERSONAL REFERENCES (List 4 personal references, who are not relatives or former employers)**

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

**PLEASE READ THE FOLLOWING BEFORE SIGNING**

First Baptist Church of West Palm Beach, FL (Family Church) is committed to the policy of equal employment opportunity in its personnel and employment practices. We consider applicants for all positions without regard to race, color, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

**I understand** and acknowledge that, unless otherwise defined by applicable law, and employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Family Church.

**I further understand** that Family Church is exempt from participation in state and federal unemployment benefit programs and that no such benefit will be available to me as a result of my employment with Family Church.

**I understand** that if hired, in consideration of my employment, I agree to submit to those in authority and to abide by the position of Family Church with regard to morals, dress, and Christian conduct. I further agree to conform to all current and future policies and regulations of Family Church including, but not limited to, Family Church Personnel Manual in Human Resources Office and Family Church Bylaws, found at [www.gofamilychurch.org/our-beliefs/](http://www.gofamilychurch.org/our-beliefs/).

**I certify** that the answers given herein are true and complete to the best of my knowledge. I understand that any false information in connection with my application for employment may be cause for immediate discharge at any time thereafter. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, said investigation to include a criminal background check.

**I give consent** for Family Church to check the references I have listed, as well as any other reference deemed necessary, including present and previous employment and background, understanding that employment is partially contingent upon satisfactory results. I release all references and former employers of all liability in offering information about my background and employment performance, and I release Family Church from any liability in connection with such an investigation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_