

Gardendale First Baptist Church

Application for Employment • Non-Ministerial Employees

Instructions: To assist us in better understanding your qualifications and interests and to assure the fullest consideration, please provide all of the information requested on this application. Please read the "Applicant Statement" found on page 4 of this application form before answering any of the questions. Sign the application at the bottom of page 4 and return it to the church office. PLEASE PRINT OR TYPE ALL INFORMATION.

Date of application _____ / _____ / _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Primary contact number (_____) _____ Other contact number (_____) _____

Are you 18 years of age or older? Yes No Email: _____

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

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.
 Yes If yes, please explain fully on a separate sheet. No

What position are you seeking? _____
 Full-time Part-time

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation? Yes No If no, please explain (use a separate sheet if necessary).

Date you would be available _____ / _____ / _____

Christian Background

Please provide the following information concerning your church attendance over the past five years.

Current Church _____

Address _____

Phone (_____) _____ Dates Attended _____

Previous Church _____

Address _____

Phone (_____) _____ Dates Attended _____

Previous Church _____

Address _____

Phone (_____) _____ Dates Attended _____

Employment History

Provide the following information for your last three employers starting with the most recent.

Employer _____ Telephone (____) _____

Address _____

Job Title _____ Status: Full-time Part-time Temporary

Supervisor or Contact Person for Reference _____

Dates employed: From ____/____/____ To ____/____/____

Reason for Leaving _____

Summarize the type of work performed and job responsibilities:

Employer _____ Telephone (____) _____

Address _____

Job Title _____ Status: Full-time Part-time Temporary

Supervisor or Contact Person for Reference _____

Dates employed: From ____/____/____ To ____/____/____

Reason for Leaving _____

Summarize the type of work performed and job responsibilities:

Employer _____ Telephone (____) _____

Address _____

Job Title _____ Status: Full-time Part-time Temporary

Supervisor or Contact Person for Reference _____

Dates employed: From ____/____/____ To ____/____/____

Reason for Leaving _____

Summarize the type of work performed and job responsibilities:

Educational Background

Circle the highest grade completed. High School 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Apprentice, business or vocational school _____

School and Location	Major	Diploma/Degree	Graduated (Yes/No)

Skills and Qualifications

List any additional training or experience you have had that qualifies you for the position you are seeking, including any foreign language skills, computer or software application skills.

References

Please provide individuals you can use for personal and character references. Do not list relatives.

Name	Occupation	Phone Number	Years Known

Please provide references from your professional and/or academic life.

Name	Occupation	Phone Number	Years Known

Applicant Statement

I hereby affirm that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I expressly authorize, without reservation, Gardendale First Baptist Church, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that if offered a position with Gardendale First Baptist Church, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

If employed, I agree to engage in no outside activity which would involve a conflict of interest with, or which could reflect adversely on Gardendale First Baptist Church. I understand this decision is to rest with church leadership.

If employed, I agree to hold in strictest confidence any information concerning the church, its members and its employees which may come to my knowledge.

I understand that Gardendale First Baptist Church does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days. At the end of that time, if I have not heard from the church and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

It is my understanding that Gardendale First Baptist Church is an at-will employer and by understanding this it has been explained to me that if I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the church reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by myself, the Senior Pastor and/or one of the Executive Pastors of Gardendale First Baptist Church.

I also understand that if I am hired, I will be required to provide original documents as proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature of Applicant _____ Date ____/____/____

AN EQUAL OPPORTUNITY EMPLOYER