

# APPLICATION FOR EMPLOYMENT

Date: (mm/dd/yy) \_\_\_\_\_

## **PERSONAL INFORMATION**

Name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ (m.i.) \_\_\_\_\_

Address: (street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # (home) \_\_\_\_\_ (cell #) \_\_\_\_\_

Social Security # \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

## **EMPLOYMENT DESIRED**

Position Applying For: \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_ If yes, may we inquire of your present employer? \_\_\_\_\_

## **REFERENCES**

List below three persons not related to you, whom you have known at least one year.

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Years Acquainted \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Years Acquainted \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Years Acquainted \_\_\_\_\_

## **Authorization**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Church.

I understand that any employment is conditioned on a background check. I authorize Florence Baptist Church to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Church, without giving me prior notice of such disclosure.

If I am offered the employment, I consent to a criminal history record check and a personal credit check before starting work. I understand that my employment or continued employment is contingent upon a satisfactory criminal history record check and a personal credit check.

I understand that filing out this form does not indicate there is a position open and does not obligate the Church to hire. If hired, I agree to abide by all Church work rules and guidelines as defined in the Employee Policies and Procedures Handbook. Florence Baptist Church retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Florence Baptist Church is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

Please mail or email application to:

Florence Baptist Church  
C/O Staff Committee  
201 S. Broadway St  
Forest City, NC 28043

Or

email to:

secretary@florencechurch.net