**Springfield Baptist Church**4309 Auburn Knightdale Road, Raleigh, NC 27610

**APPLICATION FOR EMPLOYMENT**

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Springfield Baptist Church Personnel Committee.

Name

 LAST FIRST MIDDLE

Address

 STREET

 Phone ( )

 CITY STATE ZIP CODE AREA CODE

Position applied for Shift preferred  1  2  3  Any
Special training of skills (languages, machine operation, etc.) that would benefit you in the job for which you are applying
Would you accept full-time work?  Yes  No Would you accept part-time work?  Yes  No
On what date would you be available for work?

Have your ever been employed here?  Yes  No If yes, dates:

Are you legally eligible for employment in the Unites States? (If yes, proof is required if hired.)  Yes  No

If you are under 18 years old, can you provide work permit if required?  Yes  No

This question is not designed to elicit information about an applicant’s disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law:

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable
accommodation)?  Yes  No  Need more information about the job’s essential functions to respond.

(List applicable exemptions)

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**Education Background**
High School: Location
 Course of study Did you graduate?  No  Yes Degree or diploma
College: Location
 Course of study Did you graduate?  No  Yes Degree or diploma
Graduate School: Location
 Course of study Did you graduate?  No  Yes Degree or diploma
Vocational Training/Other: Location Course of study Did you graduate?  No  Yes Degree or diploma
Continuing Education:

**Applicant Statement**
I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time. If hired, I agree to conform to Springfield Baptist Church’s rules and regulations, and I understand that these rules and/or the employee personnel manual do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or Springfield Baptist Church’s option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by Springfield Baptist Church. I understand that no church representative, other than the Pastor and Trustee Chairperson, and then only when in writing and signed has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. I expressly authorize, without reservation, the employer, 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 the 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 truthful and no defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Springfield Baptist Church does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. Springfield Baptist Church takes all harassment complaints seriously and investigates each one promptly and thoroughly. I understand that this employer does not unlawfully discriminate in employment an no question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state, or local law.

**Applicant’s signature**  Date / /

**Employee Experience**

**Place an X by the employer(s) you DO NOT want us to contact. List your most recent employer first. You may include any verified work performance on a volunteer basis.**

**** Employer Contact Name \_\_\_\_\_\_\_
 Address Phone ( )

 Job Title
 Dates employed: from (mm/yy) / to (mm/yy) / Hourly rate/salary: starting final
 Reason for leaving:

**** Employer Contact Name
 Address Phone ( )

Job Title
Dates employed: from (mm/yy) / to (mm/yy) / Hourly rate/salary: starting final
Reason for leaving:

**** Employer Contact Name
 Address Phone ( )

Job Title
Dates employed: from (mm/yy) / to (mm/yy) / Hourly rate/salary: starting final
Reason for leaving:

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