# New Hope Baptist Church



### Employment Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | |  | | | | | | | | | | First Name |  | | | | | Initial | | Date | |  | |
| Street Address | | | | | | | | | | | | | | | | | | | | | | | |
| Town/City |  | | | | | | | | | | | County |  | | | | | ZIP code |  | | | | |
| Phone No |  | | | | | | | | | | | E-mail Address | |  | | | | | | | | | |
| Date Available | | |  | | | | | | Social Security # | | | |  | | | | Desired Salary | | |  | | | |
| Position Applied for | | | | |  | | | | | | | | | | | | | | | | | | |
| Are you a US citizen? | | | | | | | | YES | | | NO | | If not, do you have a permit to work in the US? | | | | | | | | YES | | NO |
| Have you ever worked for this company? | | | | | | | | YES | | | NO | | If so, when? | |  | | | | | | | | | |
| Have you been convicted of a felony or misdemeanor? | | | | | | | | YES | | | NO | | If yes, explain | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | |
| Secondary Education | |  | | | | | | | | | Address | |  | | | | | | | | | | |
| From |  | | | To | |  | Degree obtained: | | | | | | | | | | | | | | | | |
| College/University |  | | | | | | | | | Address | | |  | | | | | | | | | | |
| From |  | | | To | |  | Degree obtained: | | | | | | | | |  | | | | | | | |
| College University |  | | | | | | | | | Address | | |  | | | | | | | | | | |
| From |  | | | To | |  | Degree obtained: | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | | |
| Company | | |  | | | | | | Phone No | ( ) | | | |
| Address | |  | | | | | | | Supervisor | |  | | |
| Job Title | |  | | | | | Starting Salary | | $ | | | Final Salary | $ |
| Responsibilities | | | |  | | | | | | | | | |
| From |  | | | To |  | Reason for Leaving | |  | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | NO |  | | | |
|  | | |  | | | | | |  |  | | | |
| Company | | |  | | | | | | Phone No | ( ) | | | |
| Address | |  | | | | | | | Supervisor | |  | | |
| Job Title | |  | | | | | Starting Salary | | $ | | | Final Salary | $ |
| Responsibilities | | | |  | | | | | | | | | |
| From |  | | | To |  | Reason for Leaving | |  | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | NO |  | | | |
|  | |  | | | | | | |  |  | | | |
| Company | |  | | | | | | | Phone No | ( ) | | | |
| Address | |  | | | | | | | Supervisor | |  | | |
| Job Title | |  | | | | | Starting Salary | | $ | | | Final Salary | $ |
| Responsibilities | | | |  | | | | | | | | | |
| From |  | | | To |  | Reason for Leaving | |  | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | NO |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| References | | | | |
| Please list three professional references. | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone No | ( ) | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone No | ( ) | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone No | ( ) | |
| Address |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **DISCLAIMER AND SIGNATURE** | | | |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | | | |
| Signature |  | Date |  |

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| --- |
| **APPLICANT’S CERTIFICATION and AGREEMENT** |

1. The information given by me in this application is true in all respects. I understand that if the information is false in any way, it is grounds for refusal or, if hired, dismissal.
2. I understand that New Hope Baptist Church, named hereafter NHBC, may choose to further investigate my background and the information I provided in this application.
3. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. I release all such parties from all liability for any damage that may result from furnishing such information to you. Also, I authorize NHBC, to request and receive such information.
4. If employed, I understand that my employment is for no definite period. I understand that I have the right to terminate my employment at any time with or without notice and with or without cause; NHBC has the right to terminate my employment at any time with or without notice and with or without cause
5. I understand that I will be required to submit to a drug and/or alcohol screening, a medical examination including HIV testing, criminal records check prior to and possibly during employment with NHBC. Failure to take, or to pass such a test would either disqualify me for employment with NHBC or subject me to termination.
6. I acknowledge that I have been advised that this application will remain active for not more than 90 days from the date it was signed.
7. **NOTE: FOR MINISTERIAL STAFF ONLY –** I understand that no representative of NHBC, other than the Deacon Board has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to “3” above. No agreement for employment for a specified period of time and/or contrary to “3” is enforceable unless it is in writing and signed by the Chairman of the Deacon Board and myself.

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Signature Date Interview/Hiring Manager Date

NHBC is an equal opportunity employer; NHBC does not discriminate against any person because of race, color, sex, national origin, age, marital or veteran status, presence of non-job related handicap or any other legally protected status.