

# 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 <input type="checkbox"/>	NO <input type="checkbox"/>	If not, do you have a permit to work in the US?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you been convicted of a felony or misdemeanor?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	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:			

## 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 <input type="checkbox"/>	NO <input type="checkbox"/>	
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 <input type="checkbox"/>	NO <input type="checkbox"/>	
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 <input type="checkbox"/>	NO <input type="checkbox"/>	

## 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

## 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.

\_\_\_\_\_  
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.