

# Employment Application



Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Are you seeking:    Full-time    Temporary    Part-time    Summer only    Intern

Name \_\_\_\_\_  
LAST                                  FIRST                                  MIDDLE

Current Address \_\_\_\_\_  
STREET                                  CITY                                  STATE                                  ZIP CODE

Previous Address \_\_\_\_\_  
STREET                                  CITY                                  STATE                                  ZIP CODE

Home \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

If necessary, best time to call you at home is : \_\_\_\_\_ AM  
 \_\_\_\_\_ PM

May we contact you at work?                                  Yes    No

If yes, work number and best time to call: \_\_\_\_\_ AM  
 \_\_\_\_\_ PM

If you are under 18 and if it is required, can you furnish a work permit?                                  Yes    No

If no, please explain \_\_\_\_\_

Have you submitted an application to FBCO before?                                  Yes    No

If yes, give date(s) and position(s) \_\_\_\_\_

May we contact your current employer for references?                                  Yes    No

Do you have any relatives currently on staff?                                  Yes    No

If yes, give name(s) and relationship: \_\_\_\_\_

Are you legally eligible for employment in the United States? //if offered employment, you will be required to provide documentation to verify eligibility.                                  Yes    No

Date available for work \_\_\_\_\_ What is your desired wage/salary range? \$ \_\_\_\_\_ per \_\_\_\_\_

Will you work overtime if necessary and/or required?                                  Yes    No

If no, please explain \_\_\_\_\_

Do you have any outstanding criminal proceedings currently outstanding and/or nearing trial?                                  Yes    No

If yes, please explain \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to or been convicted of a violation or a crime other than a minor traffic violation?                                  Yes    No

If yes, please provide date(s) and details \_\_\_\_\_

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

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## Employment History

Provide the following information of your past and current employers, assignments, or volunteer activities, starting with the most recent (use additional sheets if necessary).

Employer _____ phone _____	Dates Employed _____	Summarize the type of work performed and job responsibilities _____
Address _____	_____	
/Final Job Title _____	Hourly Rate/Salary _____	-----
Immediate Supervisor and Title _____	Starting _____	_____
Reason for Leaving, _____	per _____	_____
Explain any period between jobs, _____	Hourly Rate/Salary _____	_____
_____	Final _____	_____
Status: Full-time Part-time Temporary	_____	_____

Employer _____ phone _____	Dates Employed _____	Summarize the type of work performed and job responsibilities _____
Address _____	_____	
Final Job Title _____	Hourly Rate/Salary _____	-----
Immediate Supervisor and Title _____	Starting _____	_____
Reason for Leaving, _____	per _____	_____
Explain any period between jobs, _____	Hourly Rate/Salary _____	_____
_____	Final _____	_____
Status: Full-time Part-time Temporary	_____	_____

Employer _____ phone _____	Dates Employed _____	Summarize the type of work performed and job responsibilities _____
Address _____	_____	
Starting Job Title/Final Job Title _____	Hourly Rate/Salary _____	-----
Immediate Supervisor and Title _____	Starting _____	_____
Reason for Leaving _____	per _____	_____
Explain any period between jobs _____	Hourly Rate/Salary _____	_____
_____	Final _____	_____
Status: Full-time Part-time Temporary	_____	_____

# Statement of Applicant's Christian Faith

PLEASE PRINT

Our mission at FBCO is to glorify God, Love People, Share Jesus, and Make Disciples. Therefore, we are concerned that our employees be committed to the Christian perspective as explained in our Statement of Faith. To help us evaluate our compatibility, please take a moment to answer the following questions. Thank you for sharing with us.

Are you currently attending church?  Yes  No

If yes, what is the name of your church? \_\_\_\_\_

What is your pastor's name? \_\_\_\_\_

In what ways are you involved in your church and/or other Christian organizations?

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Please give your Christian testimony and experience.

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## FBCO Statement of Faith

Please sign the Statement of Faith below if you completely adhere to it.

FBCO is a family of believers who holds dear the following beliefs:

**God** We believe that there is one God who exists in three persons: The Father, The Son, and The Holy Spirit.

**Jesus** We believe that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died in our place as a sacrifice for the sins of mankind, was buried, arose bodily from the grave, and ascended into Heaven.

**Christ's Return** We believe that Jesus Christ will literally return to Earth.

**Holy Spirit** We believe that God the Holy Spirit is active in convincing unbelievers of their need for salvation and is the Comforter and Guide Who lives in every believer.

**Bible** We believe that the Bible is the Word of God without any error, the sole authority for life and faith.

**Man** We believe that man is a special creation of God, made in His image, but that through the sin of the first man, Adam, mankind fell so that all men are sinners and need salvation.

**Salvation** We believe that it is a gift received through repentance toward God and faith in the Lord Jesus Christ.

**Assurance** We believe that every person who is truly saved is eternally secure in the Lord Jesus Christ.

**Eternity** We believe that those persons who die in their sins without Christ spend eternity in hell and those persons who die with their sins forgiven through Christ spend eternity in Heaven.

**Baptism** We believe that water baptism is an act of obedience to the command of Christ and is by immersion after salvation.

**Church** We believe that the Church is a local body of baptized believers with the Lord Jesus Christ as the Head.

**Prayer** We believe that each believer has direct access to God through the Lord Jesus Christ.

Without mental reservation, I hereby subscribe to the above statements.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Educational Background**

Circle the highest grade completed

**High School** 9 10 11 12

**College** 1 2 3 4

**Graduate School** 1 2 3

**Apprentice, business, or vocational school** \_\_\_\_\_

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

**Skills and Qualifications**

Summarize any special training, skills, licenses, or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying .  
Include any foreign language skills, computer, or software application skills:

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**References**

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

Name	Occupation	Phone Number	Years Known

Please give the names of two adult individuals, excluding relatives, you can use for personal and character references.

Name	Occupation	Phone Number	Years Known

List any additional information you would like us to consider: \_\_\_\_\_  
\_\_\_\_\_

## 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, FBCO, 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 FBCO, 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 FBCO. 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 that may come to my knowledge.

I understand that FBCO 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 FBCO 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 and the Church Administrator of FBCO.

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.

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**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 \_\_\_\_\_

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