

Dear Applicant,

Thank you for your interest in employment with the Preschool Ministry at Olive Baptist Church. We look forward to talking with you about your qualifications.

To facilitate the interview process, we ask that you please bring the following items with you to your appointment:

1. Driver's License *or* copy of your Birth Certificate
2. Social Security Card
3. Deposit slip or voided check with bank routing number

Please be advised that a complete background check, reference check, and drug screen test are all required as a condition of employment. If hired, you will also be asked to purchase an employee shirt for \$10.00. Additional shirts may be purchased for \$5.00 each.

Your interview is scheduled as follows:

Date _____

Time _____

If you have any questions or need to re-schedule, please call the number circled below.

Thank you,

Nancy Savage
Weekday Assistant
850-475-1134

For Office Use

Applicant's Name: _____ Phone: _____

Interview Date: _____ Time: _____