



Faith Missionary Baptist Church

301 Bill Foster Memorial Highway

P.O. Box 1475

Cabot, Arkansas 72023

(501)843-5291

Application for Employment

Position Title: Facilities Manager

Job Description: The Facilities Manager performs, schedules and monitors maintenance, installations and repair actions related to the general maintenance of the church facilities. The position is up to 16 hours per week at an hourly rate of \$10 per hour.

Required Characteristics: Pleasant, even-tempered personality; self-motivated; ability to analyze and solve problems.

Required Skills: Experience with general maintenance and repairs; organization; establishing priorities; ability to accomplish physical tasks (i.e. lift and carry 30 pounds for short distances, climb a ladder, etc.).

Date _____

Personal Information:

Social Security # _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

How long at this address? ____yrs____mos

Home Phone _____ Other Numbers _____

Job Qualifications:

Have you had any work experience with general facility maintenance and repairs? If so, please give a brief description of that experience.

Please rate your skill level with the following:

Plumbing	proficient	somewhat familiar	none
Electrical	proficient	somewhat familiar	none
Carpentry	proficient	somewhat familiar	none

Work History/References:

Please list employment history for the past five years, beginning with the current or most recent.

May we contact your former employer(s)? yes no

<u>Company</u>	<u>Address/Phone</u>	<u>Contact Person</u>	<u>Employment Dates</u>
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Personal References (please list three)

<u>Name</u>	<u>Phone</u>	<u>Relationship</u>
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Have you ever been convicted of a felony? yes no

Will you consent to a background check? yes no

Please read the following permission statement and sign below.

I hereby give my permission for the release of information from law enforcement files to: Faith Missionary Baptist Church of Cabot 301 Bill Foster memorial Highway, Cabot, Arkansas 72023. I understand that Faith Missionary Baptist Church of Cabot has the right to require this record check as a condition of employment.

I understand that I can request a copy of the information received in this check and have the right to challenge the accuracy and completeness of this information. I understand that this information will be used only for employment purposes and will not be released to other persons or used for any other purpose.

Signature _____ Date _____

Applications must be turned in to the church office. Applicants will be notified of an interview. If you have any questions, please contact Business Manager Elaine Moran.