



# AMERICAN BAPTIST CHURCHES USA

## Application for Employment

We do not discriminate on the basis of race, color, national origin, sex, age, non-job-related disability, medical condition, marital status, veteran status or religion, except in cases where religion is a bona fide occupational requirement. It is our intention that all qualified applicants be given equal opportunity.

Each question should be answered fully and accurately. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application.

Today's Date \_\_\_\_\_ Job Applied For \_\_\_\_\_

Are you seeking: Full-time  Part-time  Temporary  employment? When could you start work? \_\_\_\_\_

Last Name	First Name	Middle Name	Telephone Number
Present Street Address	City	State	Zip Code

Email address: \_\_\_\_\_ Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are you 18 years of age or older? ..... Yes  No  (If you are hired you may be required to submit proof of age.)

If hired, can you prove that you are legally permitted to work in the U.S.? ..... Yes  No

Have you ever applied here before?..... Yes  No  If yes, when \_\_\_\_\_

Were you ever employed here?..... Yes  No  If yes, when \_\_\_\_\_

Have you ever been convicted of a felony?..... Yes  No   
 If yes, give details \_\_\_\_\_  
 (A "yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)

Are you now, or do you expect to be, engaged in any other business or employment?..... Yes  No   
 If yes, please explain \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (You may exclude labor organizations and memberships which might reveal race, color, religion, national origin, sex, age, disability or other protected status.)  
 \_\_\_\_\_

**EDUCATION -List Name & Address of Schools**

Name of School and Address	# of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School			
Vocational or Technical			
College or University			
Graduate Study/Program			

What skills or additional training do you have that are related to the job for which you are applying?

What machines or equipment can you operate that are related to the job for which you are applying?

**EMPLOYMENT INFORMATION**

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

<b>Name of Employer</b>	<b>Job Title &amp; Duties</b>
Address	Dates of Employment: From _____ To _____
City, State, Zip Code	Pay: Start: \$ _____ Final: \$ _____
Supervisor: _____ Telephone Number _____	Reason for Leaving _____
<b>Name of Employer</b>	<b>Job Title &amp; Duties</b>
Address	Dates of Employment: From _____ To _____
City, State, Zip Code	Pay: Start: \$ _____ Final: \$ _____
Supervisor: _____ Telephone Number _____	Reason for Leaving _____
<b>Name of Employer</b>	<b>Job Title &amp; Duties</b>
Address	Dates of Employment: From _____ To _____
City, State, Zip Code	Pay: Start: \$ _____ Final: \$ _____
Supervisor: _____ Telephone Number _____	Reason for Leaving _____
<b>MILITARY SERVICE</b>	Rank: _____
Present Selective Service Status: _____	Experience: _____
Present Military Duty: _____	Previous Service: _____
Branch: _____ From: _____ To: _____	Branch: _____ From: _____ To: _____

Have you worked or attended school under any other name(s)?.....Yes  No   
 If yes, give name(s) \_\_\_\_\_

Are you presently employed?..... Yes  No   
 If yes, may we contact your present employer?..... Yes  No

Have you ever been fired from a job or asked to resign?.....Yes  No   
 If yes, please explain \_\_\_\_\_

List three professional references

<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>
_____	_____	_____
_____	_____	_____

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that if I provide any false information or omit information I may be disqualified from further consideration for employment or, if I am hired, my employment may be terminated if such false information or omission is discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-placement physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This application for employment will remain active for one year.



# American Baptist Churches, USA

## Applicant Data Record

We do not discriminate on the basis of race, color, national origin, sex, age, non-job-related disability, medical condition, marital status, veteran status or religion, except in cases where religion is a bona fide occupational requirement. It is our intention that all qualified applicants be given equal opportunity.

As employers/governmental contractors, we comply with government regulations, including affirmative action responsibilities where they apply.

Solely to help us comply with record keeping and reporting, we request that you please fill out the applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. YOUR COOPERATION IS VOLUNTARY.

(Please Print)

Date \_\_\_\_\_

Position(s) Applied for \_\_\_\_\_

Referral Source:  Advertisement    Friend    Relative    Walk-in  
 Employment Agency    Other \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip

### Voluntary Survey

ABCUSA affirmative action policies require periodic reports on the gender and ethnicity of applicants. This data is for analysis and possible affirmative action only. SUBMISSION OF INFORMATION IS VOLUNTARY.

Check one:       Male       Female

Racial/Ethnic Identity: (e.g., African-American, Asian, etc...) \_\_\_\_\_