

CHURCH EMPLOYMENT APPLICATION
First Baptist Church, Tullahoma

Position Applied for: _____ Date of Application: _____

Name _____
(Last) (First) (Middle)

Former Names (Maiden and/or all others) _____

Address _____
(Street Address) (City) (State) (Zip)

Social Security # _____ Phone # _____ Email _____

Are you legally eligible for employment in this country? Yes No Date of Birth _____

(Federal law requires most employers to determine whether applicants may be employed. Proof of citizenship or immigration status will be required upon employment.)

Do you have reliable transportation Yes No

Qualifications

Academic achievements: *(Schools attended, degrees earned, dates of completion)*

Continuing education completed: *(Courses taken, Dates of completion)*

Professional organizations: *(List any in which you have membership)*

First Aid training? Yes No Date completed _____

CPR training? Yes No Date completed _____

Employment History

Current or Last Employer

Name _____

Address _____ Phone# _____

May we contact? Yes No Date of Employment: From _____ to _____

Position or Title _____

Name/Title of Supervisor _____

Starting Salary _____ Ending Salary _____

Describe job duties, responsibilities, and important accomplishments _____

Reason for leaving _____

Next Previous Employer

Name _____

Address _____ Phone# _____

May we contact? Yes No Date of Employment: From _____ to _____

Position or Title _____

Name/Title of Supervisor _____

Starting Salary _____ Ending Salary _____

Describe job duties, responsibilities, and important accomplishments _____

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May we contact? Yes No Date of Employment: From _____ to _____

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Starting Salary _____ Ending Salary _____

Describe job duties, responsibilities, and important accomplishments _____

Reason for leaving _____

EDUCATIONAL BACKGROUND

Address

Dates Attended

Degree

High School _____

College _____

Graduate, Technical, or other schools _____

If you are presently enrolled in a school, what are you studying? _____

List special skills or knowledge you have for this position and any other achievements you would like considered

Previous Volunteer Experience: Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of you supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

References: Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

1. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

2. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

3. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

LETTER OF RECOMMENDATION-FORMER EMPLOYER

Applicant's Name: _____

Position: _____

The above named applicant has applied for a position with us, and has given your name as a former employer. Any information you are able to provide us with respect to the questions below will be appreciated. Your reply will be held in strict confidence. Please remember that time is of the essence.

Mail to: **Sue Stoner**
First Baptist Church Tullahoma
108 East Grundy Street
Tullahoma, TN 37388

- 1. Company Name: _____
- 2. Date of Employment: From _____ to _____
- 3. Positions held _____
- 4. Salary when leaving _____
- 5. Why did applicant leave your employment?

6. How would you rate applicant as to:

	Excellent	Above Average	Average	Below Average
A. Quality of Work	_____	_____	_____	_____
B. Quantity of Work	_____	_____	_____	_____
C. Attendance	_____	_____	_____	_____
D. Ability	_____	_____	_____	_____
E. Supervision required	Little _____	Average _____	Much _____	

7. To your knowledge has he/she any undesirable traits or habits? If yes, please explain:

8. Would you rehire if you had a position suitable to his/her experience and qualifications? Yes No

Remarks concerning this individual:

(Additional remarks on other side)

Date _____ Signed _____ Title _____