

Mount Gilead Missionary Baptist Church

1057 Kennedy Street, Norfolk, Virginia 23513

Application Booklet For Church Employment (non – ministerial)

Confidential Information – Please Read Carefully

This document contains confidential information that may be reviewed only by the Senior Pastor, or his designee who have been authorized to make personnel decisions. No other person is authorized to review this document. Persons who review, duplicated, distribute, or disclose any portion of this document without authorization may face one or more of the following consequences: (1) Termination of employment, if an employee, (2) Dismal from any official position within the church, if a volunteer, (3) Possible criminal liability, (4) Possible civil liability.

Name of Applicant _____

Position _____

Date _____

Form #1

APPLICATION FOR CHURCH EMPLOYMENT

(for Non Minister Employees)

INSTRUCTIONS: To assist us in better understanding your qualifications and interests and to assure the fullest consideration, please provide all of the information requested on this application. Please read the “applicant statement” found on page 6 of this application form before answering any of the questions. Sign the application at the bottom of page 6 and return it to the church office. **PLEASE PRINT OR TYPE ALL INFORMATION.**

PERSONAL

Last Name	First Name	Middle Name	Date of Application
Address		City, State and Zip	
Home Telephone	Daytime Phone if different	Social Security #	
If you have used a name other than the one listed above during the past five years, please list it here.			

Are you 18 years of age or older?

- Yes
 No

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations?

- Yes
 No. If no, please explain (Use a separate sheet of paper if necessary)

POSTION AND AVAILABILITY

For which position are you applying?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Date you are available?
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BACKGROUND

Please provide the following information in regards to your church attendance over the past five years.

Current Church	Dates Attended	Address	Phone
Previous Church			
Previous Church			

Are you a United States Citizen or alien legally authorized to work in the United States?

- Yes
 No

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration for employment.

- Yes
- No

List each county and state of residence for the past 5 years:

Name of county and residential address within each county	State	Date (year or years)

EMPLOYMENT HISTORY #1

List your last 3 employers beginning with your current or most recent employer:

Current or Last Employer			Address, City, State, Zip		
Position			Supervisor / Reference contact		Phone # (area code)
Start Date (Mo./ Yr.)	End Date (Mo./ Yr.)	Starting Salary	Ending Salary	Reason for leaving	
Please describe your duties (use separate sheet if necessary)					

EMPLOYMENT HISTORY #2

Current or Last Employer			Address, City, State, Zip		
Position			Supervisor / Reference contact		Phone # (area code)
Start Date (Mo./ Yr.)	End Date (Mo./ Yr.)	Starting Salary	Ending Salary	Reason for leaving	

Please describe your duties (**use separate sheet if necessary**)

EMPLOYMENT HISTORY #3

Current or Last Employer			Address, City, State, Zip	
Position			Supervisor / Reference contact	Phone # (area code)
Start Date (Mo./ Yr.)	End Date (Mo./ Yr.)	Starting Salary	Ending Salary	Reason for leaving

Please describe you duties (use separate sheet if necessary)

EDUCATION

Circle the highest grade completed: 8 9 10 11 12 **GED** **College** 1 2 3 4 **Graduate School** 1 2 3 4

List all schools beginning with High School

School	City / State	Dates Attended (mo / yr.)		Graduate?	Degree / Major
		From:	To:		
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

TRAINING AND EXPERIENCE

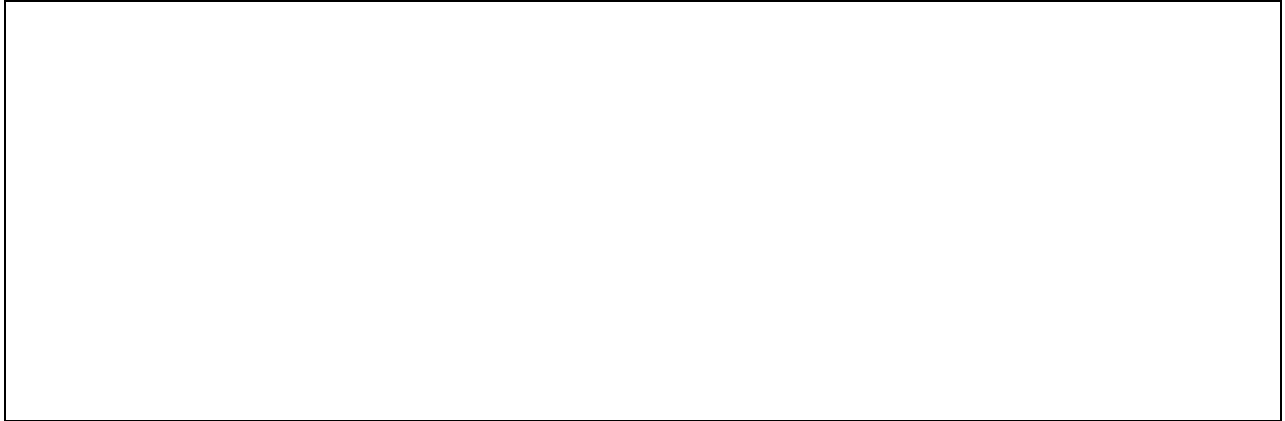
Please list any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification. Use additional sheets of paper if necessary.

PERSONAL REFERENCES

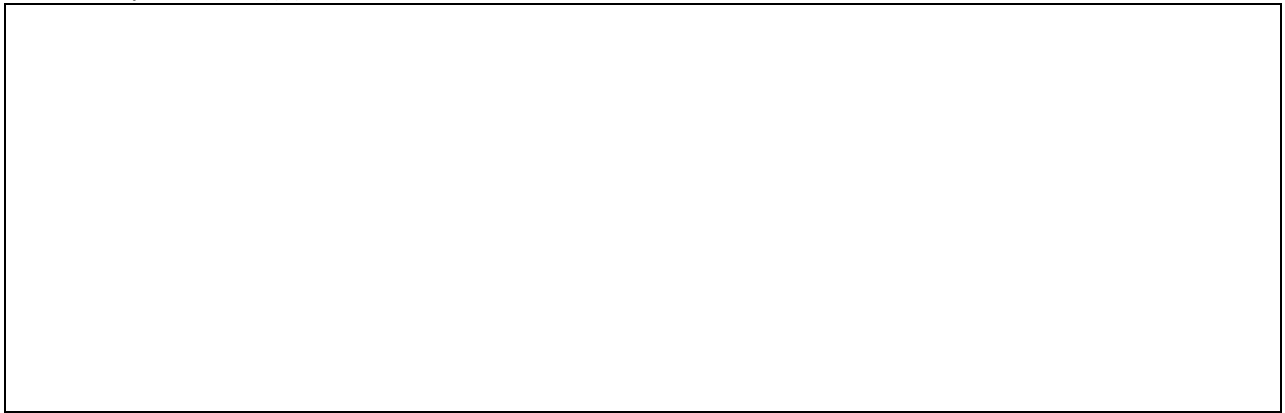
List below **2** personal references who are well acquainted with you. Do not list any relatives.

	Reference #1	Reference #2
Name		
Address		
City, State, Zip		
Telephone		

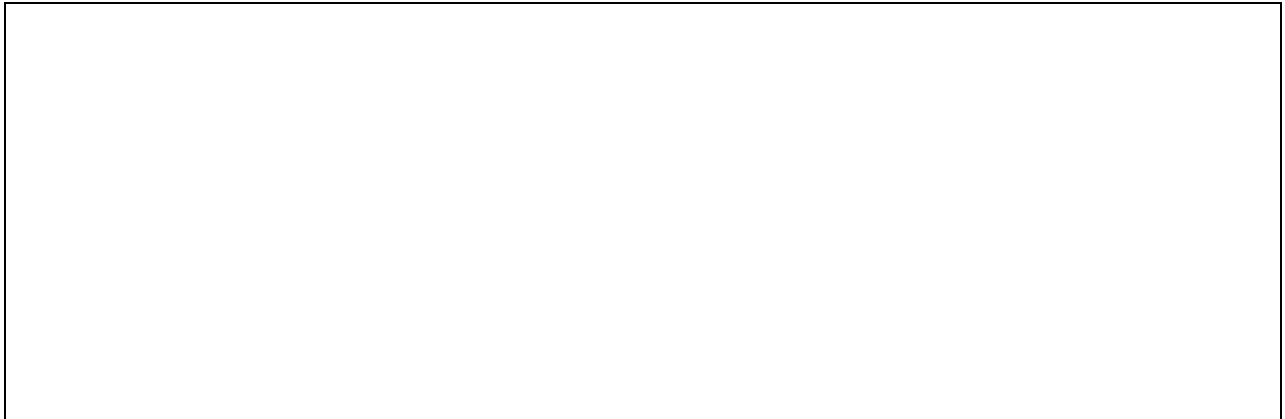
Describe your duties (1) continued...

A large, empty rectangular box with a thin black border, intended for the user to describe their duties.

Describe your duties (2) continued...

A large, empty rectangular box with a thin black border, intended for the user to describe their duties.

Describe your duties (3) continued...

A large, empty rectangular box with a thin black border, intended for the user to describe their duties.