

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 _____

Instructions to Applicant

Below is a list of the forms found in this application packet. If you have questions concerning any portion of this packet please contact the church official named below. Be sure to return the application packet to the church representative named below in an envelope marked *Personal and Confidential*. **Thank you!**

RETURN TO:

Mount Gilead Missionary Baptist Church
Attn: Willie Brown, Chairman of Deacon's Ministry
1057 Kennedy Street
Norfolk, Virginia 23513

PLEASE COMPLETE OR PROVIDE THE FOLLOWING INFORMATION:

- Form #1** **Application for Church Employment**
Please print clearly using black or blue ink completing all sections of this form and sign the applicant's statement.

- Form #2** **MGMBC Employment Verification Form**
Please complete part I of this form and sign the release statement at the bottom of Part I.

- Form #3** **Reference for Current or Former Employer**
Please complete Part I. Write in the name, address and telephone number of each reference, plus your name, address & telephone number. Also, include the employment information requested. If you do not want your current employer to be contacted, please notify the Personnel Committee.

- Form #4** **Personal Reference**
Please complete Part I. Write in the name, address and telephone number of each reference, plus your name, address and telephone number.

- Form #5** **Driving Form**

CONDUCTED BY CHURCH PERSONNEL ONLY:

- Form #6** **Telephone Interview Form for Current or Former Employer**

- Form #7** **Telephone Interview Form for Personal Reference**

- Form #8** **Employment Interview**

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? |
|--------------------------------------|--|-------------------------|

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 you 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 you 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.) From: To: | Graduate? | Degree / Major |
|--------|--------------|---|---|----------------|
| | | | <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 | | |

