

# NORTHSIDE BAPTIST CHURCH

## APPLICATION FOR EMPLOYMENT

ANSWER ALL QUESTIONS  
(PLEASE TYPE OR PRINT IN INK)

1. Position Applied for: \_\_\_\_\_
2. Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_
3. Address: \_\_\_\_\_  
                    Number                    Street                    Apt. No.                    City                    State                    Zip Code
4. Home Phone: (    ) \_\_\_\_\_ Office Phone: (    ) \_\_\_\_\_
5. May we contact you at your office? \_\_\_ Yes \_\_\_ No If yes, what is the best time to call \_\_\_\_\_
6. Have you ever been known by another name by schools, friends or references? \_\_\_ Yes \_\_\_ No  
If yes, by what name? \_\_\_\_\_
7. May we contact your present employer for a reference? \_\_\_ Yes \_\_\_ No  
If yes, name and address of current Supervisor: \_\_\_\_\_  
\_\_\_\_\_  
Title  Organization Name  
\_\_\_\_\_  
Address                                    City                    State                    Zip Code (    ) Telephone No.
8. Age Group: \_\_\_ Under 18 \_\_\_ 18 or over  
If under the age of 18, can you submit a work permit prior to beginning work? \_\_\_ Yes \_\_\_ No
9. Are you lawfully employable full-time in the United States, either by U.S. citizenship or by obtaining the proper authorization from the U.S. Immigration and Naturalization Service and the U.S. Department of Labor?  
\_\_\_ Yes \_\_\_ No
10. Have you ever been convicted of a crime, other than traffic violations? \_\_\_ Yes \_\_\_ No  
(Conviction will not be an absolute bar to employment.)  
If yes, describe in detail, including applicable dates:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NSBC IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/PERSONS WITH DISABILITIES

11. Type of employment sought:  Full-time  Part-time Hours if part-time: \_\_\_\_\_  
 Regular  Temporary If temporary, how long? \_\_\_\_\_

12. Are you willing to travel?  Never  Occasionally  Often, if job requires

13. Are you a veteran?  Yes  No

If yes, what was your branch of military service? \_\_\_\_\_

Rank: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

14. What is the minimum salary you will accept? \_\_\_\_\_

15. Typing: \_\_\_\_\_ WPM

16. PC Skills  Yes  No If yes, list software packages: \_\_\_\_\_

**17. EDUCATION:** List all schools you have attended, including armed forces schools and correspondence courses.

SCHOOL	NAME/LOCATION	No. Years Completed	Did you Graduate? Yes/No	Date of Graduation
Elementary				
Junior High				
High School				

SCHOOL	NAME/LOCATION	Attended		Approx. No. Semester Hrs. Credit	Major/Degree/Certificate/Date
		From Mo/Yr	To Mo/Yr		
Business or Vocational					
College or Technical					
Graduate or Professional					
Other, e.g., Armed Forces, Correspondence, etc.					

**18. EMPLOYMENT HISTORY:** Begin with your present or latest position and work back to the first you held. Account for all periods of employment or unemployment. List your duties and responsibilities in detail which best demonstrate your qualifications for this position. Give military assignments, substituting rank for salary in each assignment. (Use additional sheets, if necessary.)

**(1) PRESENT OR LAST POSITION**

Job Title \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Name and title of supervisor \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (final) \_\_\_\_\_  
 Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Your name if different from present \_\_\_\_\_

Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 No./title of employees you supervised \_\_\_\_\_  
 Equipment used \_\_\_\_\_

**(2) NEXT PREVIOUS POSITION**

Job Title \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Name and title of supervisor \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (final) \_\_\_\_\_  
 Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Your name if different from present \_\_\_\_\_

Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 No./title of employees you supervised \_\_\_\_\_  
 Equipment used \_\_\_\_\_

**(3) NEXT PREVIOUS POSITION**

Job Title \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Name and title of supervisor \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (final) \_\_\_\_\_  
 Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Your name if different from present \_\_\_\_\_

Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 No./title of employees you supervised \_\_\_\_\_  
 Equipment used \_\_\_\_\_

**19. REFERENCES**

List names, addresses and occupation of three persons not related to you who know your qualifications:

Name	Address	Phone	Occupation

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20. List any relatives who work for NSBC: \_\_\_\_\_

21. How did you hear of employment opportunities with NSBC?

Advertisement                       School placement office                       Employment Agency  
 Friend or Relative                       Other \_\_\_\_\_

22. Have you been employed by NSBC previously?     Yes     No

If yes, please give dates: \_\_\_\_\_

23. Are there any other job related experiences, qualifications, skills, scholastic honors, memberships, etc. which will be of special benefit in the job for which you are applying? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**APPLICANT'S STATEMENT**

I hereby certify that this application is a complete record and that all entries given in it are true and accurate to the best of my knowledge. I understand that this application is not intended to be a contract of employment. I understand that, if employed, I may be discharged for false or misleading information given either herein or in an interview. I further understand that if I am employed by NSBC my employment is at-will and that Northside Baptist Church has the right to terminate the employment of any employee(s) for any reason at any time.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

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The Northside Baptist Church considers qualified applicants for all positions without regard to race, color, religion, sex, age, national origin, marital status, disability, or any other non-job-related conditions or considerations.