

Third Baptist Church, Inc.



1399 McAllister Street · San Francisco, California 94115 · (415) 346-4426 · Rev. Amos C. Brown, Pastor

Application for At-Will Employment

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Dear Applicant: Thank you for applying for employment at Third Baptist Church. We appreciate your interest in working for our church. Please complete this form as thoroughly as possible. If you have any questions, please let us know.

Date: _____ Position(s) applying for: _____

Personal Information

Applicant Name: _____
Last First Middle

Home Phone: _____ Other Phone: _____

Home Address: _____
No. Street City State Zip

Previous Address: _____
No. Street City State Zip

Previous Address: _____
No. Street City State Zip

Social Security No.: _____ Are you at least 18 years old? _____

Have you applied for work with us before? _____ If so, when? _____

If hired, can you provide evidence of U.S. citizenship or proof of your legal right to live and work in the U.S.? _____

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? _____
If yes, please state the nature of the crime, where convicted and disposition of the case(s):

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. However, the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may be considered.)

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Education, Training and Experience

Please list the name and addresses of the High Schools and Colleges/Universities which you have attended:

_____	_____	_____	Did you graduate?: _____	Degree: _____
Name of School	City	State		
_____	_____	_____	Did you graduate?: _____	Degree: _____
Name of School	City	State		
_____	_____	_____	Did you graduate?: _____	Degree: _____
Name of School	City	State		

Please list all present and past employment starting with your most recent employer (last 10 years is sufficient). If you would prefer to provide a resume, please initial it and attach it to this application.

Employer: _____ Address: _____
No. Street City State Zip

Phone No.: _____ Supervisor: _____

Dates of your employment: From: _____ To _____ Position Title: _____

Your Responsibilities: _____

Reason for leaving: _____

Employer: _____ Address: _____
No. Street City State Zip

Phone No.: _____ Supervisor: _____

Dates of your employment: From: _____ To _____ Position Title: _____

Your Responsibilities: _____

Reason for leaving: _____

Please attach additional pages if necessary

Are you currently employed? _____ If so, may we contact your current employer? _____

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Employment References

1. _____
Name Title Company Phone

2. _____
Name Title Company Phone

3. _____
Name Title Company Phone

Applicant's Statement

I understand that Third Baptist is a church and that the integrity of its employees is very important. I have completed this application myself. My answers are true and correct to the best of my knowledge and I have not knowingly withheld any information that might adversely affect my chances of employment. I understand that any omission or misstatement of material fact on this application or any document used to secure employment (such as my resume and list of references) shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I authorize Third Baptist Church to thoroughly investigate my references, work record, education, personal credit history and criminal record in conjunction with this application for employment. I also authorize the references I have listed to disclose to Third Baptist Church any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Third Baptist Church, my former employers and my references from any and all claims, demands or liabilities arising out of investigation of my suitability for employment at Third Baptist Church.

I understand that nothing contained in this application or conveyed during any interview or during my employment, if hired, is intended to create an employment contract between me and Third Baptist Church. I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to this are binding unless made in writing and signed by me and the President of the Board of Trustees for Third Baptist Church.

Date: _____

Signature of Applicant: _____