



## MORNING STAR BAPTIST CHURCH

### *Employment Application*

**Please Print All Information:**

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

***Personal Information:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ (Optional)

***Referred by:***

Newspaper Ad

Friend, relative

Someone working here

Employment agency

other: \_\_\_\_\_

***Employment Desired:***

Position applied for: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Have you filed an application with MSBC before?  No  Yes If yes, give date: \_\_\_\_\_

Have you ever been employed with MSBC before?  No  Yes If yes, give date: \_\_\_\_\_

Are you currently employed?  No  Yes

If yes, may we contact your employer?  No  Yes

Are you authorized/legally permitted to work in the United States? (Verification of Employment Eligibility will be required upon employment.)  No  Yes

If you are under 16 years of age, can you furnish working papers?

No  Yes  Over 18 years of age

Are you available to work:  Full-time  Part-time  Temporary

Are you on a lay-off and subject to recall?  No  Yes

Can you travel if a job requires it?  No  Yes

Do you have a current, valid driver's license?  No  Yes

Have you ever been convicted of a felony?  No  Yes

(Conviction may, but will not necessarily disqualify applicant from employment)

If yes please explain: \_\_\_\_\_

**Education:**

	Name & Location of School	Years Completed (Circle)	Diploma/Degree	Subjects Studied
Elementary		5 6 7 8		
High School		9 10 11 12		
College/Univ.		1 2 3 4		
Trade School				
Graduate/Professional		1 2 3 4		

**Honors**

**Received:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Former Employers:**

Start with your present or most recent job. Include military service and volunteer activities. If you need additional space, please continue on the back of this page.

	Month & Year	Employer Name, Address, Phone, & Supervisor	Final Salary/ Hourly Rate	Position	Reason for Leaving
1	From:				
	To:				
2	From:				
	To:				
3	From:				
	To:				

Veteran of the U.S. Military Service?

N

Y

If yes, which Branch? \_\_\_\_\_

***Special Skills and Qualifications:***

Summarize special skills and qualifications acquired from employment or other experience: \_\_\_\_\_

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***List the languages you speak, read, and/or write:***

	Fluent	Good	Fair
Speak			
Read			
Write			

***List professional, business, social, or civic activities and office held:***

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***References:***

***Give the name of three persons not related to you whom you have known at least one year:***

1. Name \_\_\_\_\_ Years Known: \_\_\_\_\_

2. Name \_\_\_\_\_ Years Known: \_\_\_\_\_

3. Name \_\_\_\_\_ Years Known: \_\_\_\_\_

***Applicant's Statement:***

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application of interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Morning Star Baptist Church.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**Interviewed by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Remarks:**

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