

## FIRST MOUNT ZION BAPTIST CHURCH EMPLOYMENT APPLICATION

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First Mount Zion Baptist Church fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act and applicable state laws, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal and State employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law, First Mount Zion Baptist Church maintains a smoke- free workplace.

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Please type in your responses in the spaces provided

**Date Applied:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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### PERSONAL DATA

Name: \_\_\_\_\_  
Last Middle First

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

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

Telephone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Are you at least 18 years of age? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

**Note:** The Federal Immigration and Reform and Control Act of 1986 requires that a Department of Homeland Security Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

When are you able to start?

Are you able to travel? ☐ Yes ☐ No If yes, what frequency? ☐ 25% ☐ 50% ☐ 75% ☐ 100%

Are you willing to work: ☐ Weekdays ☐ Weekends ☐ Holidays ☐ Shifts greater than 8 hours

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## EDUCATION

Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for.

Name, City and State of Educational Institution	Graduated		If no, Degree Credits Earned	Type of Degree Received or Expected	Major	Minor	Grade Point/ Overall GPA
	Yes	No					
High School	<input type="checkbox"/>	<input type="checkbox"/>					
College or University	<input type="checkbox"/>	<input type="checkbox"/>					
College or University	<input type="checkbox"/>	<input type="checkbox"/>					
Technical/GED	<input type="checkbox"/>	<input type="checkbox"/>					
Licenses/ Certification/Other	<input type="checkbox"/>	<input type="checkbox"/>					

List any additional certifications you have obtained not listed above:

## EMPLOYMENT HISTORY

Please complete for all full-time or part-time employment beginning with most recent employer. All applicants should start with their most recent job. You must explain any gaps in your employment history.

Current Position		
Dates of employment	Employer	Supervisor Name
From:	City & State	Supervisor Number
To:	Job title	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning Salary	Ending Salary	Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job duties		Reason for leaving

Former Positions		
Dates of employment	Employer	Supervisor Name
From:	City & State	Supervisor Number
To:	Job title	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning Salary	Ending Salary	Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job duties		Reason for leaving
Dates of employment	Employer	Supervisor Name
From:	City & State	Supervisor Number
To:	Job title	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning Salary	Ending Salary	Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No

Job duties		Reason for leaving
Dates of employment  From:  To:	Employer	Supervisor Name
	City & State	Supervisor Number
	Job title	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning Salary                      Ending Salary		Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job duties		Reason for leaving

Please explain any gaps in your employment:

Have you signed any non-competition or non-solicitation agreement with any other employer that might restrict you from working for this company (you may be required to furnish a copy of the agreement)?

☐ Yes ☐ No

If yes, please explain:

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## MILITARY EXPERIENCE

Have you served in the military? ☐ Yes ☐ No *(Complete only if you have served in the military)*

Branch of Service: \_\_\_\_\_ Length of service: \_\_\_\_\_

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

Were you honorably discharged? ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List any military skills, training or experience you believe are relevant to the job you are applying for:

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## CRIMINAL AND DRIVER RECORD INFORMATION

**All Applicants:** You must answer all questions below unless specifically otherwise noted below. Please review the information prior to answering.

When answering the following questions, you may exclude any records expunged, annulled, sealed, discharged, dismissed, erased under first-offender law or otherwise eradicated by statute or court order.

Have you ever been convicted of a felony or hold any other criminal convictions? ☐ Yes ☐ No

*Note: Answering "yes" or a criminal conviction does not automatically exclude you from further consideration.*

If yes, please explain:

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

*Note: Answer only if driving is a requirement of the job for which you are applying.*

Do you had any moving violations? ☐ Yes ☐ No

*Note: Answer only if driving is a requirement of the job for which you are applying.*

If yes, please explain:

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## APPLICANT'S ACKNOWLEDGMENT

I certify that the answers given herein (including but not limited to the Criminal and Additional Driver Record Information Supplement and Commercial Motor Vehicle Driver Supplement if applicable) are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize First Mount Baptist Church to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give First Mount Zion Baptist Church (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

**I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR MY EMPLOYER WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING THE BASIC EMPLOYMENT POLICIES, PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE EMPLOYER. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT MAY NOT CHANGE ABSENT AN INDIVIDUAL WRITTEN AGREEMENT SIGNED BY BOTH ME AND THE PASTOR OF FIRST MOUNT ZION BAPTIST CHURCH.**

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background investigation or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results and of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

Applicant Signature: \_\_\_\_\_

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