UNION CHAPEL MISSIONARY BAPTIST CHURCH
315 Winchester Road
Huntsville, AL 35811
256-852-1150

Date: _____

EMPLOYMENT APPLICATION

Thank you for your interest in employment at Union Chapel Missionary Baptist Church. We invite you to complete this application and return it to Human Resources. If an opening occurs for which it appears you may qualify, your application will be thoroughly reviewed and we may arrange for a personal interview. Your application will be maintained on file for six months.

I. Personal Information:

Full Name: _____

Other names you have used: _____

Address: _____
Street City State Zip

Previous Address: _____
(If moved in last 5 years) Street City State Zip

Phone: Home (_____)_____Cell (_____)_____ Other (_____)_____

E-mail: _____ Preferred method of contact: _____

II. Position Desired:

First Choice: _____ Second Choice: _____
How did you learn about the position? _____
Desired start date: _____ Full time or Part time: (circle one or both)
Salary desired: $_____

Are you legally eligible to be employed in the United States? Member? Yes / No _____
(Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? Yes / No _____
(If no, you may be required to provide authorization to work.)

Have you ever worked for this Company before? Yes / No _____
If yes, where? _____ When? (Give dates)_____
Job Title: _____

III. Personal Response:

Where do you attend church? _____ Member? Y / N _____
Current church involvement: _____
_____
_____

Share your testimony, telling us about your personal relationship with Jesus Christ:

_____
_____
_____
_____
_____
_____
_____

IV. Professional Qualifications/Education:

Institution: _____
Degree: _____ Major: _____
Honors/Awards: _____

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Please list your computer skills:

_____
_____
_____
_____

Please list additional experience or qualifications you would like us to consider in connection with your application for employment. Include any professional licenses, certifications, experience, skills, languages, relevant volunteer activity or hobbies, etc. Please also list any military service.

_____
_____
_____
_____

V. Employment Experience:

Most recent employer: _____ From: _____ To: _____
Employer address: _____
Position title: _____
Pay rate: $_____
Supervisor name & contact information: _____
May we contact this supervisor? _____

Prior employer: _____ From: _____ To: _____
Employer address: _____
Position title: _____
Pay rate: $_____
Supervisor name & contact information:
_____
May we contact this supervisor? _____

Prior employer: _____ From: _____ To: _____
Employer address: _____
Position title: _____
Pay rate: $_____
Supervisor name & contact information:
_____
May we contact this supervisor? _____

Have you ever been terminated from a job, asked to resign or left employment involuntarily?
Yes / No
If yes, explain:
_____
_____
_____
_____

VI. References:

Give three references that are qualified to speak of your spiritual experience and Christian service, your professional training and your personal character and moral values. Do not list family members or relatives as references.

Spiritual reference:

_____
Name Phone number E-mail address Relationship

Professional reference:

_____
Name Phone number E-mail address Relationship

Character reference:

_____
Name Phone number E-mail address Relationship

VII. Personal Background:

Have you ever been convicted, sentenced, placed on probation, entered a guilty plea, or been the subject of a deferred adjudication or disposition for violating any civil or criminal laws other than minor traffic offenses? Yes / No
If yes, please explain:

(A positive response will not automatically bar you from employment consideration. Please indicate the nature of the offense charged, the relevant dates, the name of your parole or probation officer and your current status.)

_____
_____
_____
_____
_____

VIII. Applicant's Statement – Read Carefully

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history, also my financial and credit record (if job applicable) through any investigative agencies in compliance with applicable laws and statutes.

I understand that employment at this church is "at will", and include no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me and I consent to any such check.

I hereby give Union Chapel M. B. Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Union Chapel M. B. Church, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.
BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature: _____ Date: _____