



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination based on race, color, age, sex, religion, handicap or national origin.

<u>PERSONAL INFORMATION</u>		DATE: _____	SS # _____
NAME: _____			
Last	First	Middle	
PRESENT ADDRESS: _____			
Street	City	State	Zip
PHONE: _____			
Home	Cell		
REFERRED BY: _____		BIRTHDATE: _____	

<u>EMPLOYMENT DESIRED</u>	
POSITION: _____	DATE YOU CAN BEGIN _____
	SALARY DESIRED _____
CURRENT EMPLOYMENT: _____	MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU BEEN EMPLOYED AT FIRST BAPTIST CHURCH BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, WHEN? _____	WHAT POSITION? _____

<u>EDUCATION</u>	NAME/LOCATION OF SCHOOL	LEVEL COMPLETED	GRADUATE?	DEGREE RECEIVED
HIGH SCHOOL		9 10 <input type="checkbox"/> YES 11 12 <input type="checkbox"/> NO		
COLLEGE		YEARS <input type="checkbox"/> YES 1 2 3 4 <input type="checkbox"/> NO		
TRADE, BUSINESS, OR CORRESPONDANCE SCHOOL		YEARS <input type="checkbox"/> YES 1 2 3 4 <input type="checkbox"/> NO		

<u>GENERAL INFORMATION</u>
Job related skills you possess: _____
Have you ever been convicted for any felony, including sex-related and/or child abuse related offenses? <input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please give date and relevant information: _____

FORMER EMPLOYERS

List below your last 3 employers, starting with the most recent.

Date: Month & Year	Name & Address of Employer	Position	Salary Upon Leaving	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCESList below 3 persons not related to you, whom you have known for at least one year.

	NAME	ADDRESS	PHONE	YEARS ACQUAINTED
1.				
2.				
3.				

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been already been employed; no matter when discovered by First Baptist Church.

EMPLOYMENT PREREQUISITES: (both may also be conducted again at any time during employment)

- Background Check
- Drug Screening

By signing below, you authorize First Baptist Church to conduct a background check and to make arrangements for drug screening for you (FBC will pay for both). You authorize the doctor doing the examination to release the results to First Baptist Church, Artesia. These results shall remain confidential. You also authorize your former employers and references listed above to disclose any information regarding your former employment, character, and general reputation to First Baptist Church. You release First Baptist Church, any former employers, and references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I also understand that my employment is not for any fixed length of time. No promises regarding employment have been made to me by First Baptist Church and I understand that I am not guaranteed a job by signing this application.

SIGNATURE

Your signature does not mean you are hired by First Baptist Church; only that you are applying.

DATE: _____ SIGNED: _____



Artesia First Baptist Church

Encounter Christ | Embrace Grace | Extend Love

322 W. Grand Avenue | Artesia, New Mexico | www.fbcartesia.org | (575)748-1308

Background & Sex Offender Registry Investigation Consent Form for volunteers/employees of First Baptist Church, Artesia NM

I, _____ (PRINT NAME) DO HEREBY AUTHORIZE the First Baptist Church of Artesia, New Mexico, and its duly authorized agents, to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those by both public and private organizations and all public records for the purpose of employment screening, and obtain other information which may be material to my qualification for employment or as a volunteer now and if applicable, during the tenure of my employment or as a volunteer with First Baptist Church.

I further release First Baptist Church of Artesia, New Mexico, and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regard to the information obtained from any and all of the above referenced sources.

The following information is true and correct to the best of my knowledge:

Full Name (PRINT) _____

Street Address _____ Mailing Address _____

Home Phone _____ Work Phone _____ Cell _____

Length of time at present address _____

Former Address (if at present address less than 5 years) _____

Date of Birth ____/____/____

Social Security Number ____ - ____ - ____

Driver's License Number _____ State _____

Signature _____ Date _____