

EMPLOYMENT APPLICATION
FIRST BAPTIST CHURCH
HARRISON, ARKANSAS

PLEASE ANSWER **ALL QUESTIONS** AND **PRINT CLEARLY** USING BLACK OR BLUE INK

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PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Other Phone: _____

Email address: _____

Position Desired: _____

Employment: Full-Time _____ Part-Time _____ Interim _____ Pay Expected: _____ Volunteer _____

Birth Date ___/___/___ SSN: ___/___/___ Driver's License No: _____ State: _____

Have you ever been employed by FBC, Harrison? Yes _____ No _____

If Yes, dates of employment: _____

Are you related to anyone employed by FBC, Harrison? Yes _____ No _____

If Yes, their name: _____

Have you ever been convicted of a felony? If Yes, explain on separate page. Yes _____ No _____

Have you ever been convicted of child abuse or a crime involving actual
or attempted molestation of a minor? If Yes, explain on separate page. Yes _____ No _____

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CHURCH ACTIVITY

Do you attend First Baptist Church, Harrison? Yes _____ No _____ Are you a member? Yes _____ No _____

List previous church service and positions you have held : (Please include area of service, church, and Pastor's name)

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EMPLOYMENT (List most recent position first)

Company/Church _____ Address _____ Phone Number
() _____

Manager/Title _____ May we contact? Yes ___ No ___

Job Title/Duties Performed _____

Date of Employment From: __/__/__ To: __/__/__ Reason for Leaving: _____

Rate of Starting Pay \$ _____ Rate of Ending Pay \$ _____

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Company/Church _____ Address _____ Phone Number
() _____

Manager/Title _____ May we contact? Yes ___ No ___

Job Title/Duties Performed _____

Date of Employment From: __/__/__ To: __/__/__ Reason for Leaving: _____

Rate of Starting Pay \$ _____ Rate of Ending Pay \$ _____

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Company/Church _____ Address _____ Phone Number
() _____

Manager/Title _____ May we contact? Yes ___ No ___

Job Title/Duties Performed _____

Date of Employment From: __/__/__ To: __/__/__ Reason for Leaving: _____

Rate of Starting Pay \$ _____ Rate of Ending Pay \$ _____

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EDUCATION (Name, City, State) Yrs Completed Major Diploma/Degree Did You Graduate

High School _____ Yes ___ No ___

College _____ Yes ___ No ___

Technical/Other _____ Yes ___ No ___

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REFERENCES (Work related, not relatives)

Name	Organization/Position	City/State	Work Phone Number
_____	_____	_____	(____)_____
_____	_____	_____	(____)_____
_____	_____	_____	(____)_____

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APPLICANT'S STATEMENT

I certify that the information contained on this application is correct to the best of my knowledge and understand that any material misrepresentation or omission of a fact in the application may be justification or grounds for rejection of this application and/or dismissal. I authorize any references, churches or other organizations listed here to give First Baptist Church, Harrison (FBCH) any information they may have regarding my work performance, character and fitness and I release all such references from any liability for any damage that may result from furnishing such information.

I understand and agree that FBCH's employment policies, manuals, and handbooks are not expressed or implied contracts and these documents, wages, benefits, and other terms and conditions of employment may be changed at FBCH's discretion at any time, without prior notice. I understand and agree that my employment with FBCH will not be for a fixed period of time and that it can be terminated by me or FBCH at any time, for any reason without liability to me for wages, salary, or benefits except what I have earned as of the date of termination.

I hereby authorize FBCH to obtain any information pertaining to my criminal and/or credit records as necessary in order to verify my suitability for working with children and/or finances.

Further, I have read and understand the following policies of FBCH:

- Adults who have been convicted of either sexual or physical abuse of a child are not allowed to be employed or volunteer for service in any church-sponsored activity or program for children under 18 years of age.
- Adult survivors of childhood sexual abuse need the love and acceptance of the church family. Individuals who have such a history should discuss their desire to work in a youth activity with one of the pastoral staff prior to engaging in any volunteer service with children under 18 years of age.
- All adult volunteers working with children under 18 years of age are required to be active members of FBCH or must serve under the direct supervision of a member of FBCH (two adults at all times). Those persons wanting to work in the Pre-School Ministry must observe the 'three-person' rule that requires that adults are never alone with children under 6 years of age without a third person present.

- Adult workers should immediately report to their supervisor any behavior which seems inappropriate. Such reports will remain private.
- All volunteers and staff of FBCH are expected to maintain a positive witness in the community and to promote harmony in the church. Any behavior deemed inappropriate, non-biblical, or damaging to the witness of FBCH and/or the cause of Christ is considered grounds for immediate removal from a position of volunteer service or termination of employment.

Should my employment application be accepted, I agree to follow the policies of FBCH and to refrain from unscriptural conduct in the performance of my services and duties on behalf of the church.

Signature _____ Date _____

Signature of Parent/Guardian _____

(Required for volunteers under age 18)

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For FBCH Office Use Only

___ Application Complete Date ___/___/___

___ Job Description Provided Date ___/___/___

___ 1st Interview Complete Date ___/___/___

___ 2nd Interview Complete Date ___/___/___

___ References Checked Date ___/___/___ BY: _____

___ Criminal Records Check Date ___/___/___

___ Credit/Financial Check Date ___/___/___

___ Offer Made Date ___/___/___ BY: _____

___ Offer Accepted Date ___/___/___

___ Form I-9 Complete/Filed Date ___/___/___