

FIRST BAPTIST CHURCH
101 South Charlotte Street, Havana, IL 62644
(309) 543-3115

**CHURCH SECRETARY
EMPLOYMENT APPLICATION**

Date: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Length of time at address listed above: _____ E-mail: _____

Telephone: (c) _____ (w) _____ (h) _____

Date available to start: _____

Are you legally eligible to work in the United States? Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18? Yes No
(If no, you may be required to provide authorization from a parent or guardian)

Have you ever applied to, or worked for, First Baptist Church before?
If yes, please give date: _____ Yes No

Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				
Other				

Employment History

Please begin with most recent. You may attach a resume in place of this section.

Employment Date(s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

Please list any additional education, training, or skills that qualify you for the position of church secretary.

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

Yes* No

*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

Recent Church Activity

Please list the churches you have attended.

Church Name	Address/Location	Telephone Number	Date(s) Attended

References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

Non-Discrimination Statement

First Baptist Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

Employment "At Will"

Employment with First Baptist Church is "at will" and not by contract either expressed or implied. This means that if you become employed at First Baptist Church, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

Certification and Release

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give First Baptist 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 First Baptist 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 affect 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