

RUNS MISSIONARY BAPTIST CHURCH
APPLICATION FOR EMPLOYMENT

Pre/Employee Questionnaire An Equal Opportunity Employer

DATE:

PERSONAL INFORMATION

NAME: Last:	First:	Middle:
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PRESENT ADDRESS:

STREET		
CITY:	STATE:	ZIP CODE:
HOME PHONE#	CELL PHONE #	

EMAIL ADDRESS	DATE OF BIRTH
If hired, can you provide proof that you are legally entitled to work in the United States? Circle one: YES NO	

EMPLOYMENT DESIRED

POSITION:	DATE YOU CAN START	DESIRED SALARY
Are you currently employed? (Circle one) Yes No		
If so, may we contact them? (Circle one) Yes No		

Referred By:

CHURCH:

CURRENT CHURCH	ARE YOU A MEMBER (Circle one) Yes No
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EDUCATION

EDUCATION	NAME & LOCATION	# OF YEARS ATTENDED	DID YOU GRADUATE?
HIGH SCHOOL			
COLLEGE			
POST-COLLEGE			

In a paragraph describe your high school experience:

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(THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1987 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 YEARS OF AGE)

FORMER EMPLOYERS

DATE: MONTH, YEAR FROM TO	NAME, ADDRESS, PHONE # OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

WHICH OF THESE JOBS YOU LIKE THE BEST?

REFERENCES

NAME	PHONE NUMBER	ADDRESS	BUSINESS	YEARS KNOWN
1				
2				
3				

IN CASE OF EMERGENCY

NAME	ADDRESS	PHONE #

ALL INFORMATION IN THIS APPLICATION IS HELD STRICTLY CONFIDENTIAL BY THE RMBC STAFF.
ANSWERING YES TO ANY OF THE QUESTIONS MAY NOT NECESSARILY PRECLUDE YOUR INVOLVEMENT IN
MINISTRY HERE AT RMBC.

DO YOU USE ILLEGAL DRUGS?

HAVE YOU EVER BEEN HOSPITALIZED OR TREATED FOR ALCOHOL OR SUBSTANCE ABUSE? (Circle one)

Yes No

HAVE YOU EVER BEEN ARRESTED FOR A CRIMINAL OFFENSE EXCLUDING MINOR TRAFFIC VIOLATIONS?
(Circle one) Yes No

HAVE YOU EVER BEEN ACCUSED, ARRESTED, OR CONVICTED FOR ANY SEXUALLY RELATED CRIME? (Circle
one) Yes No

HAVE YOU EVER BEEN ACCUSED, ARRESTED, OR CONVICTED FOR ANY ABUSE RELATED CRIME? (Circle
one) Yes No

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN:

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BEARING THESE THINGS IN MIND, WOULD YOU BE WILLING TO SUBMIT TO A BACKGROUND CHECK?
(Circle one) Yes No

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FROM ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

SIGNATURE: _____

DATE: _____

I understand that Runs Missionary Baptist Church is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability or any other category protected by Federal, State, or local law. As a religious organization, the Civil Rights Act of 1964 exempts Runs Missionary Baptist Church against religious discrimination in employment on the basis of religion. All applicants and employees are required to adhere to Runs Missionary Baptist Church's Statement of Faith to be eligible for hire and in the course of their duties and responsibilities as an employee of Runs Missionary Baptist Church.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give Runs Missionary Baptist Church or its designees any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing such information to Runs Missionary Baptist Church. I also authorize Runs Missionary Baptist Church to provide truthful information concerning my employment with it to future employers, and I agree to hold it harmless for providing such information.

I understand that this employment application and any other documents are not promises of employment. Should I be employed, I understand that my employment will be on an "at-will" basis. I further understand that if I am employed, I may terminate my employment at any time, with or without advance notice and that Runs Missionary Baptist Church has a similar right. I understand that no manager, representative, or agent of Runs Missionary Baptist Church has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I agree to be bound by any additional employment standards as set forth in this application, the employee handbook, or agreed to between myself and Runs Missionary Baptist Church at the time of hire.

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The information given by me on this application and during the interview process is true and complete in all respects, and all information requested in the application and hiring process will be provided on a timely basis. I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in Runs Missionary Baptist Church's judgment), I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I acknowledge that Runs Missionary Baptist Church may obtain a criminal history background screening on me for use in connection with my application and, if I am hired, my employment with Runs Missionary Baptist Church. I also authorize Runs Missionary Baptist Church to obtain this information periodically while I am employed.

This application will be considered "active" for a maximum of one year. If you wish to be considered for employment after that time, you must reapply.

Do not sign until you have read and understood these statements.

SIGNATURE: _____

DATE: _____

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BACKGROUND SCREENING CONSENT

Applicant should complete all relevant information and sign and date the form.

I, _____, hereby authorize Runs Missionary Baptist Church and/or its agents to make an independent investigation of my background that may include: references, character, past employment, education, credit history (if applicable for position), audit criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Runs Missionary Baptist Church.

I release Runs Missionary Baptist Church and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all the information is true and correct to the best of my knowledge:

Full Name (printed)_____

Maiden Name or Other Names Used_____

Social Security Number_____ Date of Birth*:_____/_____/_____

Present Address_____

City_____ State_____ Zip_____

How Long at Present Address?_____

Former Address_____

City_____ State_____ Zip_____

How Long at Former Address?_____

Driver's License Number_____ State of License_____

Signature of Applicant_____ Date_____

*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or services as a volunteer. Runs Missionary Baptist Church abides by all applicable state and federal employment laws.