

# Employment Application

**St. John Missionary Baptist Church**

900 N. Seacrest Boulevard, Boynton Beach, FL 33435  
 Phone: 561-732-2377 Fax: 561-732-3270



Position applying for: \_\_\_\_\_

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Last

First

Middle

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodations?

Yes  No

If necessary for the job are you older than:

14  15  16 (Check one)

18  19  21

I am legally eligible for employment in the U.S.?

Yes  No

I am seeking a permanent position:  Yes  No

**I will be able to report to work**

\_\_\_\_\_ days after being notified I am hired.

**If necessary for the job, I am able to:**

1. Work overtime?  Yes  No

2. Provide a valid Florida Driver's License?  Yes  No

If so, fill out the following: Issuing state: \_\_\_\_\_

Type: \_\_\_\_\_

Endorsement(s):  Hazardous Material  Passengers

Tankers  Tank with Hazardous Materials

School Bus  Double/Triple trailers

3. Work the following shifts: (check all that apply)

Any  Day  Night  Swing  Rotating

Split  Graveyard Other: \_\_\_\_\_

## EMPLOYMENT HISTORY

List the most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	

Summarize other employment related to this job:

### EDUCATION

	Institution name	Years Completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

### MILITARY

Are you a veteran?  Yes  No

Duty/specialized training: \_\_\_\_\_

### SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: \_\_\_\_\_ per minute

### REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known

### CONTACT

In case of accident or illness, please contact: Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

### APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

I authorize an investigation of all statements contained herein and the references and employers listed above to provide St. John Missionary Baptist Church, Inc. any and all information concerning previous employment and any pertinent information they may have, personal or otherwise. I also understand and agree that no representative of the company has authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing unless it is in writing and signed by an authorized company representative.

Signature of Applicant

Date