***APPLICATION FOR EMPLOYMENT BROOKLAND BAPTIST CHURCH***

***1066 SUNSET BOULEVARD***

***WEST COLUMBIA, SOUTH CAROLINA 29169***

***BROOKLAND WEBSITE:*** [***www.brooklandbaptist.org***](http://www.brooklandbaptist.org/)

***PHONE: (803)796-7525***

***FAX: (803)796-6804***



**DATE:**

**POSTION APPLIED FOR:**

**INSTRUCTIONS TO APPLICANT:**

**Please type or print legibly in ink. Incomplete applications shall not be accepted. Application must be signed by the applicant. A resume may be attached by not substituted for completing the application. All applications will be referred to the**

**department where the vacancy is located. The Director of Operations or designee will notify all applicants in writing when the**

**position has been filled.**

***PERSONAL DATA***

|  |
| --- |
| **NAME (Last, First, MI):** |
| **SOCIAL SECURITY NUMBER: DATE OF APPLICATION:** |
| **MAILING ADDRESS:** |
| **CITY: STATE: ZIP CODE:** |
| **HOME PHONE#: WORK PHONE #: MAY WE CALL YOU AT**  **/ WORK?** |
| **E-Mail Address:**  **ARE YOU AUTHORIZED TO WORK IN THE U.S.? YES NO PERMIT #:** |
| **DO YOU HAVE RELATIVES EMPLOYED AT BROOKLAND BAPTIST CHURCH? YES NO**  **IF SO, NAME(S)/RELATION**  **WHAT IS RELATIVE EMPLOYMENT POSITION?** |
| **DO YOU POSSESS A VALID DRIVER’S LICENSE? YES NO EXP. DATE: STATE ISSUED:** |
| **HAVE YOU PLED NO CONTEST OR BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION (I.E. PARKING TICKET)? YES NO STATE**  **IF YES: CHARGES**  **WHERE CONVICTED DATE DISPO SITION/STATUS** |

***EDUCATION***

**Starting with High School, provide COMPLETE information on all schools attended, including special courses or schools.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **School/Institution and**  **Location** | **From**  **Mth/Yr** | **To**  **Mth/Yr** | **Qtr.**  **Hours** | **Sem.**  **Hours** | **Major/Minor**  **Subject Areas** | **Graduate**  **Yes/No** | **Degree/**  **Diploma** |
| **High School or**  **Equivalent** |  |  |  |  |  |  |  |  |
| **College/ University** |  |  |  |  |  |  |  |  |

***EMPLOYMENT RECORD***

**List ALL work history starting with your present or last position. List any self-employment, temporary, and military jobs. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.**

**1. Title of present or recent position From \_ To \_ Employer Phone\_**

**Address**

**Supervisor’s Name\_ Title\_ May we contact?**

**Hours per week Salary (weekly,monthly,annual)**

**Reason for Leaving**

**Duties\_**

**2. Title of position\_ From To**

**Employer Phone\_**

**Address**

**Supervisor’s Name\_ Title\_ May we contact?**

**Hours per week**

**Salary (weekly,monthly,annual)**

**Reason for Leaving**

**Duties\_**

**REFERENCES**

Give name and address of three people, not relatives, who are familiar with your work.

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Address*** | ***Phone Number*** |
|  |  |  |
|  |  |  |
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***APPLICANT CERTIFICATION***

**By signing below, I affirm, agree and/or understand all statements on this form are true and accurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/or, if hired, termination of employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work. I understand that I will be subject to drug screening. I understand that a criminal background and/or driving record checks may be conducted. I understand and agree to these terms.**

Signature Date