



NC BAPTISTS

Employment Application

Applicant Information									
Full Name:						Date:			
<i>Last</i>				<i>First</i>		<i>M.I.</i>			
Address:									
<i>Street Address</i>						<i>Apartment/Unit #</i>			
<i>City</i>						<i>State</i>		<i>ZIP Code</i>	
Phone:					E-mail Address:				
Date Available:				Social Security No.:				Desired Salary: \$	
Position Applied for:									
Referred by									
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when and where?				
Have you ever been convicted of a felony?			YES <input type="checkbox"/>	NO <input type="checkbox"/>					
If yes, explain:									
Education									
High School:					Address:				
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:		
College:					Address:				
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:		
Other:					Address:				
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:		
References									
<i>Please list three professional references.</i>									
Full Name:						Relationship:			
Company:						Phone:			
Address:									
Full Name:						Relationship:			
Company:						Phone:			

Address:			
Full Name:		Relationship:	
Company:		Phone:	
Address:			

Previous Employment

Company:			Phone:	
Address:			Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary: \$
Responsibilities:				
From:		To:		Reason for Leaving:
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:			Phone:	
Address:			Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary: \$
Responsibilities:				
From:		To:		Reason for Leaving:
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:			Phone:	
Address:			Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary: \$
Responsibilities:				
From:		To:		Reason for Leaving:
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>

Military Service

Branch:			From:		To:	
Rank at Discharge:			Type of Discharge:			
If other than honorable, explain:						

OFFICE OR SECRETARIAL SKILLS (Complete the chart below. Attach a page to this application and list the computer software programs you can use. Rank each one individually between 1 to 10, with 10 being the highest. For instance: " Microsoft Excel – Skill level of 9. Tell what you can do in each computer application, such as Mail Merges, use of formulas in spreadsheets, website editing with insertion of pictures, links, etc.)

Skill	Yes/No	Skill	Yes/No
Typing/Keyboarding	WPM <input type="text"/>	Microsoft Word	<input type="checkbox"/>
Dictation & Transcription	<input type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>
Calculator/Adding Machine	<input type="checkbox"/>	Microsoft Access	<input type="checkbox"/>
Filing	<input type="checkbox"/>	Microsoft Power Point	<input type="checkbox"/>
Bookkeeping	<input type="checkbox"/>	Microsoft Outlook	<input type="checkbox"/>
Receptionist/Switchboard	<input type="checkbox"/>	Microsoft Publisher	<input type="checkbox"/>
Copier/Fax Machine	<input type="checkbox"/>	Knowledge of Internet	<input type="checkbox"/>
Website Editing	<input type="checkbox"/>	Graphic Layout/Design	<input type="checkbox"/>

Other software skills
 (Add another page if necessary)

Are you able to perform the duties of the job for which you are applying? Yes _____ No _____

In an emergency, please contact: Relationship:

Phone Numbers

Thank you for completing this application and for your interest in employment with the Baptist State Convention of North Carolina.

APPLICANT’S CERTIFICATION AND AGREEMENT

(PLEASE READ CAREFULLY BEFORE SIGNING)

I hereby certify that the facts given herein are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

You are hereby authorized to make any investigation of my personal history (Criminal and Sexual Misconduct background) and credit record through any investigative agencies or credit bureaus of your choice. If called in for an interview, I will be given a separate sheet to complete for the background checks. If I am chosen as a candidate for this job, I will be given an opportunity to disclose in writing on a separate sheet of paper anything that might be found about me prior to performing the background checks. In reports from the company doing the background checks, I realize that information about my past may be disclosed. Failure to disclose past criminal/sexual misconduct/financial matters may cause me not to be considered for this position.

I understand that all employees are encouraged to see themselves as professional members of a team dedicated to God and committed to the service of North Carolina Baptists.

Signature of Applicant

Date

Note: Only applications of candidates employed are kept. New applications must be submitted for each job for which one is applying.

Send application in digital form to: Bradley Norris
 Director of Human Resources
 bnorris@ncbaptist.org

