



Fellowship Bible Church Employment Application

Everyone, Everywhere Experiencing Jesus!



480 West Crossville Road, Roswell, Georgia 30075



www.fellowshipproswell.org



1 770.992.4956

Employment Application

EMPLOYEE INFORMATION

Name:	_____	Date of Birth:	_____
Address:	_____	City, State & Zip:	_____
Telephone:	_____	Alternate telephone:	_____
Email:	_____		
Marital Status:	Married	Single	Divorce Others
Position applying for:	_____		
Date available to work:	_____		
Are you eligible for employment in the U.S.?	Yes	No	
How did you learn of Fellowship Bible Church?	_____		

EMPLOYMENT HISTORY

No more than 10 years history recommended. List most recent employment first, including summer or temporary jobs. List all your experience or employers related to this job.

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				

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:

Additional Questions

If you answer “yes” to any of these questions, please provide details in #7.

1. Have you ever been suspended or discharged from any position by any employer?

Yes

No
2. Have you ever been arrested for any criminal offense?

Yes

No
3. Have you ever been accused of or charged with domestic violence?

Yes

No
4. Have you ever been accused of or charged with child abuse or molestation?

Yes

No

5. Are you aware of having any traits/ tendencies that could pose any threat to children, youth, or others? Yes No

6. Any reason why you should not work with children, youth, or others? Yes No

7. If the answer to any of these questions is "yes," please explain in detail:

REFERENCES

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

Name: _____

Address: _____

Telephone: _____ Occupation: _____ Years known: _____

Name: _____

Address: _____

Telephone: _____ Occupation: _____ Years known: _____

EMERGENCY CONTACT

In case of an accident or illness, please contact.

Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

Medical Alert(s): _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application with Fellowship Bible Church, your personal and employment references will be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job.

As required for employment, you must supply your birth certificate or other proof of authorization to work in the United States and submit a background check.

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. As required for employment, I agree to supply a birth certificate or other proof of authorization to work in the United States. As part of the procedure for processing this employment application with Fellowship Bible Church (FBC), I understand my personal and employment references will be checked and if I have misrepresented or omitted any facts on this application, and are subsequently hired, I may be discharged from my job. Furthermore, I waive any rights I may have to confidentiality. In the event that my application is accepted, and I become employed by FBC, I agree to abide by and be bound by their policies. I understand that submission of an application does not guarantee employment and that none of the documents, policies, procedures, actions, statements of FBC or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of FBC has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Human Resources Director of FBC. I have read this waiver and the entire application, and I am fully aware of its contents.

Signature of Applicant:

Date:
