



# Application for Employment

Date: \_\_\_\_\_

Position Sought:	How did you learn about this position?
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## PERSONAL

Name: (Please PRINT: Last Name, First, and Middle Initial)	Social Security Number:
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Address: (Street Number and Name, City, State, and Zip)	How long have you lived in this city and state?	Do you have a valid Driver's License in KY? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever applied for employment with HBC before? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Home Phone:	Other Phone:
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Date Available for Employment:	Church Affiliation: (Name/Address)
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E-Mail Address:	
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Do you have any relatives that work or serve at HBC? Who?	<input type="checkbox"/> Yes <input type="checkbox"/> No Relationship?
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## EDUCATION and TRAINING

Last Level of Education Completed:    9th    10th    11th    12th    College \_1\_ \_2\_ \_3\_ \_4    Additional

Name of School	Location	City/State	Major	Minor	Degree

## REFERENCES

Name	Address	Phone	E-Mail
Name	Address	Phone	E-Mail
Name	Address	Phone	E-Mail



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## EMPLOYMENT HISTORY

Employer Address	Employment Dates: From _____ To _____	Hourly or Monthly Salary Start _____ Finish _____	Immediate Supervisor	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Description of Duties	Did you work under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what name?	Phone Number	Fax Number
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Reason for Leaving	Account for period between jobs:
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ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

## MISCELLANEOUS

Please write a brief statement of your testimony of receiving Jesus Christ as Savior

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information or omission of facts herein will be cause for dismissal. I hereby authorize the ministry to investigate my record with my former employers, personal references and other background information, and release HBC, its representatives and informants from all liability whatsoever from such an investigation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

In consideration of my employment, I agree to conform to the rules, regulations, policies and procedures of the ministry. I understand that, if employed, my employment will not be for a stated period and my employment can be terminated with or without cause and with or without notice at any time, in accordance with the Personnel Policies and By-Laws of HBC.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you are not a U.S. citizen, are you legally authorized to work in the United States?  Yes  No  
(If yes, you must complete the I-9 Form required by the Immigration and Naturalization Service no later than three (3) business days after your date of hire.)

Have you ever been convicted of a felony?  Yes  No  
(If yes, please explain. - a conviction will not necessarily be a bar to employment, and such factors such as age at the time of offense, seriousness of the violation, and rehabilitation will be taken into consideration.)

In case of accident or emergency, please notify: (name, address, phone, relationship)



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## Permission to Obtain a Background Check

*(This form authorizes the church to obtain background information and must be completed by the applicant.  
The church must keep this completed form on file for at least five years after requesting a background check.)*

In the interest of safety and security I, the undersigned applicant (also known as “consumer”), authorize **Hillcrest Baptist Church** through its independent contractor, LexisNexis, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to **Hillcrest Baptist Church**, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Identifying Information for Background Information Agency (also known as “Consumer Reporting Agency”)

Print Name: \_\_\_\_\_  
First Middle Last

Other Names Used (alias, maiden, nickname): \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street /P. O. Box City State Zip Code County Dates

Former Address: \_\_\_\_\_  
Street /P. O. Box City State Zip Code County Dates

Social Security Number: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Driver’s License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_ Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_