

Application for Employment

Second Nazareth Baptist Church
2336 Elmwood Avenue
Columbia, South Carolina 29204

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions. Please fill out each box (don't just indicate "See Resume.")

Position Applying For:		Name (Last, First, Middle):			
Street Address:			City, State & Zip:		
Social Security Number:	Home Phone:	Work Phone:		Other Phone:	
Are you 18 years of age or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If NO, what is your current age?	
Have you ever been employed by Second Nazareth Baptist Church?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, dates of employment & reason for leaving:	
Driver's License Number (include State of issuance and expiration date):					
How did you learn about this employment opportunity?					

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE-Please detail your entire work history as it relates to the position you are applying for. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: Second Nazareth Baptist Church reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title, Phone #:	Other Reference Name, Title, Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	
Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title, Phone #:	Other Reference Name, Title, Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I certify that the information on this application and supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Second Nazareth Baptist Church to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a criminal background investigation, and/or screening upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Second Nazareth Baptist Church serve at-will, and the employment relationship may be terminated at any time by either party. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that the first SIX MONTHS of regular employment represent a provisional period which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____/_____/_____