



Application for Employment

Date: _____ Name: _____
(First) (Middle) (Last)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Business Phone: _____

Cell Phone: _____

Email Address: _____

Are you 18 years of age or older? Yes No

Type of Work Desired _____

Full-time Part-time Temporary

Are you willing to work other than 7:30-5:30 Monday through Thursday if the position requires it? Yes No

Will you work overtime/weekends if the position requires it? Yes No

Can you travel if the position requires it? Yes No

Have you previously worked for the Baptist General Convention of Oklahoma? Yes No

If yes, provide: From: _____ To: _____ Location: _____

Do you have any relatives currently working for the Convention? Yes No

If yes, give Name(s): _____ Relationship: _____

Position: _____

Are you legally eligible for employment in the United States? Yes No

Have you ever been convicted of a crime? (Do not answer yes if: 1. you were a juvenile at the time and the matter was completely handled in juvenile court or 2. your record has been expunged.) Yes No

If you answered yes, was it for a felony conviction? Yes No

If yes, please explain: _____

Education:

High School: _____ Graduate: Yes No

Trade or Business School: _____ Graduate: Yes No

College: _____ Major: _____ Graduate: Yes No

College: _____ Major: _____ Graduate: Yes No

Seminary: _____ Graduate: Yes No

Employment:

(Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.)

Present (or Last) Employer: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Employment Date: _____ to _____ Starting Pay: _____ Ending Pay: _____
Supervisor's Name: _____
Position & Job Description: _____
Reason for Leaving: _____

Employer: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Employment Date: _____ to _____ Starting Pay: _____ Ending Pay: _____
Supervisor's Name: _____
Position & Job Description: _____
Reason for Leaving: _____

Employer: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Employment Date: _____ to _____ Starting Pay: _____ Ending Pay: _____
Supervisor's Name: _____
Position & Job Description: _____
Reason for Leaving: _____

Employer: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Employment Date: _____ to _____ Starting Pay: _____ Ending Pay: _____
Supervisor's Name: _____
Position & Job Description: _____
Reason for Leaving: _____

References:

(Other than family or former employers)

Name: _____ Address: _____
Telephone: _____ Occupation: _____ Years Known: _____

Name: _____ Address: _____
Telephone: _____ Occupation: _____ Years Known: _____

Name: _____ Address: _____
Telephone: _____ Occupation: _____ Years Known: _____

Additional Experience:

(Please complete all that apply.)

What professional job related licenses or certificates do you hold? _____

Computer Software Experience:

MS Office

MS Word

MS Excel

MS Publisher

Power Point

MS Windows

MS Outlook (including email, calendar, contacts, etc.)

MS Access

Other: _____

Clerical Skills:

Keyboarding speed _____ wpm

Ten Key: by touch by sight

US Military Service: _____ Branch: _____ Specialty: _____

Other special skills or qualifications not listed elsewhere in this application: _____

Confidential Personal Information:

(This next section is general information for the Baptist General Convention of Oklahoma. Your responses to these questions and the information contained herein will remain confidential.)

Are you a born-again Christian? Yes No

Are you a member of a Southern Baptist Church? If yes, name of church: _____
If no, what church do you attend? _____

Are you currently having a consistent quiet time and devotional life? Yes No

Do you regularly attend your church services? Yes No

Do you believe that the Bible is inerrant and authoritative in all matters? Yes No

Do you share the Gospel with others and ask them to receive Christ? Yes No

Do you have any trouble working under authority, assuming that authority does not violate scripture? Yes No (Please explain) _____

Do you use tobacco products? Yes No

Do you drink alcoholic beverages? Yes No

Do you currently, or have you in the past, used any illegal drug? Yes No

If yes to any of the last three questions, please explain: _____

Hobbies: _____

Please share briefly how you came to know Christ as your personal Savior.

Conditions of Employment

Please read the following carefully as it constitutes conditions for employment with the Baptist General Convention of Oklahoma.

I certify that the information given by me to the Baptist General Convention of Oklahoma is true, accurate and complete to the best of my knowledge. I understand that any false statement on the application, résumé, or during the interview or hiring process may result in refusal of employment, or if employed, immediate termination from the Baptist General Convention of Oklahoma.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the interests of the Baptist General Convention of Oklahoma, nor will I become engaged in any such activity or business if employed.

I authorize the Baptist General Convention of Oklahoma to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such information from all claims, liabilities and damages for any reason arising from the furnishing of such information. If employed, I release the Baptist General Convention of Oklahoma from any liability for future references it may provide regarding my work history at the Convention.

I agree that my employment can be terminated with or without cause, and with or without notice at anytime, at the option of the Baptist General Convention of Oklahoma or myself.

I agree to take any and all tests required that are applicable to the position I am applying for. I further agree to observe all policies and regulations of the Baptist General Convention of Oklahoma.

I agree to protect any and all confidential information I may receive.

I understand that if employed, I will provide timely documentation of identity and employment eligibility in accordance with the Immigration Reform and Control Act. (I-9 Form will be provided.)

Signature of Applicant: _____ Date: _____