

EMPLOYMENT APPLICATION

MOUNT OLIVE BAPTIST CHURCH
2500 MARYVILLE PIKE KNOXVILLE, TENNESSEE 37920

NOTE: Please print in ink or type. Complete all information on front and back.

NOTICE: APPLICATION MUST BE COMPLETED IN FULL. FAILURE TO COMPLETE ANY QUESTIONS OR BLANKS MAY RESULT IN THE APPLICATION NOT BEING CONSIDERED.

IDENTIFICATION

POSITION

EDUCATION

MILITARY

REFERENCES

Name (Last, Middle, First)		Social Security Number		Application Date	
Street Address		City, State, Zip Code			
Telephone Number	Other Telephone where you may be reached	Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not a citizen, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position or Type of Work Desired		Minimum Salary Acceptable \$ _____ per		Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>
HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12		College 1 2 3 4		Other	
SCHOOL NAME, CITY, AND STATE	No. Of Yrs. Attended	Major	Minor	Cumulative Grade Point Average	Degree
High School					
College					<u>Degree</u> <u>Date</u>
College					<u>Degree</u> <u>Date</u>
Graduate School					<u>Degree</u> <u>Date</u>
Seminary					<u>Degree</u> <u>Date</u>
Trade or Correspondence					<u>Degree</u> <u>Date</u>
Other Training					
Courses in School of Particular Interest			Office Held or Honors Received		
School Activities in Which you Participated (High School, College, Other)					
Are you attending school now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of School and Location				
Have you served in the U.S. military? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Service (Month & Year) From To	Branch of Service			
REFERENCES Do you have reserve or Nat'l Guard Obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No		Description of duties in the service including special training			
Name of Character Reference (Not Relative or Former Employer)		Street Address, City, State, Zip Code		Occupation	No. of Yrs. Known
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GENERAL WORK EXPERIENCE

Computer Software Which You Have Had Experience or Training

- Microsoft Windows WORD EXCEL POWERPOINT ACCESS Other: _____

List all Business Equipment You Can Operate

Areas in Which You Have Had Experience or Training

- Secretarial Receptionist Photography Typing _____ WPM Supervision
 Maintenance Budget Preparation Administration Accounting Other _____
 Music Art/Design Writing/Editing Conference Leading

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT

PRESENT OR LAST JOB

Name of Company	Street Address City/State		Zip Code
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Position	Dates Employed (Month/Year) From To	SALARY Beginning \$ Ending \$	Immediate Supervisor
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Duties You Performed

Major Accomplishments in this Job

May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If now employed, why do you wish to make a change? If not employed, reason for leaving last job.
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Name of Company	Street Address		City/State/Zip Code
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Position	Dates Employed (Month/Year) From To	SALARY Beginning \$ Ending \$	Immediate Supervisor
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Duties You Performed

Major Accomplishments in this Job

Reason for leaving

PAST WORK EXPERIENCES

Name of Company	Street Address		City/State/Zip Code
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Position	Dates Employed (Month/Year) From To	SALARY Beginning \$ Ending \$	Immediate Supervisor
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Duties You Performed

Major Accomplishments in this Job

Reason for leaving

PLEASE LIST THREE CREDIT REFERENCES

LIFESTYLE
CONSIDERATIONS

The unique and special nature of Mount Olive Baptist Church requires all employees to manifest conduct and actions which project an image consistent with the expressed purpose and mission of Mount Olive Baptist Church.

Conduct which brings embarrassment to Mount Olive Baptist Church or impedes either's credibility with other churches and/or the general public is unacceptable. Conduct or other actions which are inconsistent with that normally expected of Southern Baptists and other Christians are unacceptable. Therefore, conduct or other actions which are perceived as inconsistent with the beliefs, faith and mission of Mount Olive Baptist Church are unacceptable. Examples of such conduct are involvement with alcohol, illegal drugs, pre-marital sex or extramarital sex, cohabitation apart from the marriage relationship, homosexuality and outside interests and pursuits which would normally be considered incompatible with the mission of Mount Olive Baptist Church.

Mount Olive Baptist Church has not only the right, but also the responsibility to do everything possible to insure that the stated purpose and mission of Mount Olive Baptist Church continue in the highest tradition and are not harmed or impeded by unacceptable behavior on the part of employees of Mount Olive Baptist Church.

Consistent with this purpose, the Mount Olive Baptist Church policy is to insure that all applicant and employee behavior meets the Mount Olive Baptist Church standards of acceptable conduct. As a part of this policy, an individual's current, past and future conducts are reviewed. Therefore, please respond accordingly to the inquiry below. A "yes" answer may not automatically disqualify you from further consideration for employment, as each individual's circumstances are reviewed.

Do you have, or have you had, any lifestyle, conduct, or activity which would project an image which could embarrass Mount Olive Baptist Church or impede either's credibility with churches and/or the general public as referred to above?

YES NO If "yes," please explain:

Professional Organizations, Hobbies, Recreational Activities:

Do you currently use either of the following?	Alcohol <input type="checkbox"/> Yes <input type="checkbox"/> No	Illegal Drugs <input type="checkbox"/> Yes <input type="checkbox"/> No	
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Have you ever been fired or otherwise asked to leave a job? If so, please explain:

Note: A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Have you ever been convicted of a misdemeanor or felony? Yes No If "yes," please explain:

Note: A "yes" answer does not automatically disqualify your from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes No If "yes," please explain:

Note: A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Are you currently under any investigation or pending charge? Yes No If "yes", please explain:

Note: A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Do you have any physical or mental health condition(s) or impairment(s) that could limit you from satisfactorily performing the job(s) for which you are applying? Yes No If "yes," please explain and indicate what type of job accommodations might be made to enable you to perform the job for which you are applying:

PERSONAL

All employees must be a member of an evangelical Christian church --- Local Church Membership and Address:

Blank space for providing local church membership and address information.

TESTING:

A battery of tests may be required of applicants before recommendation for employment.

Individuals with a disability who require accommodations to take required tests should inform the tester when contacted so needed accommodations can be made.

A drug/alcohol test and a consumer report/background investigation with applicable Authorization and Release Form *may be* required after a conditional job offer has been made and before a potential employee begins work.. The applicant's signature on the last page of this application and on the Authorization and Release Form indicate consent given for this testing/report/investigation.

Certain job classifications may require a medical examination after a conditional job offer has been made and before a potential employee begins work.

UNEMPLOYMENT INSURANCE:

Mount Olive Baptist Church is not governed by the Tennessee Employee Security Act and, therefore, does not provide unemployment compensation insurance to its employees.

Mount Olive Baptist Church may have opportunity to share your application with other Tennessee Baptist agencies, boards, churches, associations, etc. Do you give permission for the application to be shared when applicable? Yes No

PLEASE REVIEW YOUR ANSWERS CAREFULLY BEFORE SIGNING THE STATEMENT BELOW**IMPORTANT: Please read each paragraph carefully before signing.**

By my signature placed below, I affirm that the information provided in this employment application is true and complete. I understand that if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than for payment, at the rate agreed upon, for services actually rendered. I agree to immediately notify the *Senior Pastor (or interim)* if I should be convicted of or charged with a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application. I also authorize the *Mount Olive Baptist Church* to contact my present employer (unless otherwise noted in this application form), past employers and listed references and other references that might know of my qualifications for employment.

I authorize any person, school, current employer (except as previously noted), past employer(s) and organizations who might know of my qualifications for employment to provide the *Mount Olive Baptist Church* with relevant information and opinion that may be useful to *Mount Olive Baptist Church* in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I understand that after a conditional job offer has been extended to me, but before I begin work, I *may* be given a drug/alcohol test. My signature on this application gives consent for this drug/alcohol test.

I understand and agree that, if hired, I may be required to submit to a drug/alcohol test if *Mount Olive Baptist Church* determines it has a reasonable suspicion that I am using or under the influence of drugs or alcohol. I also understand and agree that, if hired, I may be required to submit to a search of my personal property if *Mount Olive Baptist Church* determines it has a reasonable suspicion of theft or possession of drugs, alcohol, weapons, or stolen property on *Mount Olive Baptist Church* property.

I understand that this application does not create a contract of employment and that if hired, my employment will be for an indefinite period of time. **MOUNT OLIVE BAPTIST CHURCH ADHERES TO THE LEGAL DOCTRINE OF EMPLOYMENT AT WILL FOR ALL EMPLOYEES. THIS DOCTRINE STATES THAT EMPLOYMENT RELATIONSHIPS ARE FOR AN INDEFINITE TERM AND CAN BE TERMINATED AT ANY TIME "FOR GOOD CAUSE, FOR BAD CAUSE, OR FOR NO CAUSE AT ALL."** I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

This application will be retained for 12 months, then destroyed. You may ask that it be retained an additional 6 months or reapply if you so desire. If employed, this Employment Application, the Authorization and Release Form and the results of any testing will become part of your permanent file.

UNDERSIGNED UNDERSTANDS AND AGREES THAT MY NAME AND PICTURE MAY BE UTILIZED IN THE PROMOTION OF THE MINISTRIES OF MOUNT OLIVE BAPTIST CHURCH. I AUTHORIZE FOR ALL SUCH USES VIA ANY MODE OF PUBLICATION.

Signature

Date

SIGNATURE IS REQUIRED FOR APPLICATION TO BE COMPLETE

JOB HISTORY QUESTIONNAIRE

NOTE: Please answer questions for each of the last two jobs held, including the current one. (Use only one sheet for each job.)

Name	Social Security Number	Date
Name of Job/Position	Name of Company	Dates Employed

1. What were the major activities you performed? Indicate which ones you did very well, and which most poorly.

2. What were your major accomplishments in this job?

3. What were your most acute problems in this job, and how did you deal with them?

4. Why did you leave this position (or wish to)?

5. What do you consider your major business strengths?

6. What qualities or skills do you need to develop further?

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