

Name (First, MI, Last)		Social Security No.	Date
WORK HISTORY			
(Start with your present position and go back for 10 years or to your 16 th birthday, whichever is later. You may include volunteer work. Account for periods of unemployment in separate blocks in order. Include military service. Use blank sheets if you need more space. Include your name, SSN and date on each sheet.)			
May GSGMBC ask your present employer about your character, qualifications, and employment record? A "No" will not affect your consideration for employment opportunities. <input type="checkbox"/> Yes <input type="checkbox"/> No			
1.	Dates of Employment (<i>Month & Year</i>) From _____ To _____	Grade if postal, federal service or military	Starting Salary/Earnings \$ _____ per
	Exact Position Title _____ Average hours per week _____	Number and kind of employees supervised	Present Salary/Earnings \$ _____ per
Name of Employer, complete mailing address & telephone no.		Kind of Business (manufacturing, etc.)	Name and title of supervisor
Reason for leaving			
Description of duties, responsibilities and accomplishments			
2.	Dates of Employment (<i>Month & Year</i>) From _____ To _____	Grade if postal, federal service or military	Starting Salary/Earnings \$ _____ per
	Exact Position Title _____ Average hours per week _____	Number and kind of employees supervised	Present Salary/Earnings \$ _____ per
Name of Employer, complete mailing address & telephone no.		Kind of Business (manufacturing, etc.)	Name and title of supervisor
Reason for leaving			
Description of duties, responsibilities and accomplishments			
3.	Dates of Employment (<i>Month & Year</i>) From _____ To _____	Grade if postal, federal service or military	Starting Salary/Earnings \$ _____ per
	Exact Position Title _____ Average hours per week _____	Number and kind of employees supervised	Present Salary/Earnings \$ _____ per
Name of Employer, complete mailing address & telephone no.		Kind of Business (manufacturing, etc.)	Name and title of supervisor
Reason for leaving			
Description of duties, responsibilities and accomplishments			
REFERENCES <i>Give a minimum of three references, not relatives or former employers, who know you professionally, through Community involvement or personally.</i>			
Name	Address	Telephone	Occupation

AFFIDAVIT:

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge. I hereby authorize GSGMBC to contact any company or individual it deems appropriate to investigate my employment history, character, criminal record, and qualifications, and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements. I agree that, if I am employed, I will abide by the rules and regulations of GSGMBC. I understand that the taking of drug and alcohol tests, when given pursuant to church policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody in the church is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the church Administrator. I also understand that my employment is "at will" and may be terminated by myself or by the church at any time for any reason or no reason at all, with or without prior notice.

Applicant Signature: _____

Date: _____

NOTICE TO JOB APPLICANTS

The information requested below is necessary to complete the employment application process. This information will be used for the sole purpose of verification of information, and/or statements made by you. ***Please complete the information requested below.***

It is possible that your employment may be determined in whole or in part by your prospective employer using data from a report supplied by Edwards & Associates. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.							
Applicant's Legal Name		Last		First		M.I.	
Please provide any other names used for prior employment or school different from above		Last		First		M.I.	
Current Home Address	Street			City		State	Zip Code
Date of Birth: (Month/Day/Year)				Social Security Number			
Name as it appears on Driver's License				Driver's License Number		State	
RESIDENTIAL HISTORY: List all residential addresses in the last 7 years							
Address		City		State	Zip Code	From	To
Address		City		State	Zip Code	From	To
Address		City		State	Zip Code	From	To
EDUCATION HISTORY: List all schools attended							
Name of College, University or Trade School					<u>Dates Attended</u>		
City/State		Telephone		Degree Earned	From	To	
				_____ or Incomplete			
Major		Minor					
Name of College, University or Trade School					<u>Dates Attended</u>		
City/State		Telephone		Degree Earned	From	To	
				_____ or Incomplete			
Major		Minor					

BACKGROUND CHECK PERMISSION FOR PROSPECTIVE EMPLOYEE

In connection with my application for employment with Greater Shady Grove Missionary Baptist Church ("GSGMBC") I hereby agree as follows:

1. **General Consent to Background Investigation**
As a condition of GSGMBC's consideration of my employment application, I give permission to GSGMBC to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on my employment application.
2. **Consent to Contact Past Employers**
I specifically give permission to GSGMBC to contact all of my prior employers for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with GSGMBC, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of GSGMBC. I further waive all rights I may have under law to receive a copy of any written statement provided by any of my former employers to GSGMBC. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this agreement.
3. **Consent to Contact Government Agencies**
I further give permission to the GSGMBC to receive a copy of any information obtained in the file of any federal, state, or local court or government agency concerning or relative to me. I further consent to the release of such information and waive any right under law concerning notification of the request for a release of such information. In the event a law does not provide for prospective employers to have access to information, I hereby delegate GSGMBC as my agent for the receipt of information. I understand that the scope of this investigation will be limited as required by applicable law.
4. **Cooperation with Investigation**
I agree to fully cooperate in GSGMBC's background investigation, and to sign any waiver or releases that may be necessary to complete said investigations. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

Applicant Signature: _____

Date: _____