

# EMPLOYEE APPLICATION



Today's Date \_\_\_\_\_

7815 Shallowford Road  
 Chattanooga, TN 37421  
 Phone #: (423) 892-8224  
 Fax: (423) 892-1194  
 www.gracechatt.org  
 www.aboutgracebaptist.org

## PERSONAL INFORMATION

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Other Names Known By) \_\_\_\_\_

Address (Street) \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail Address \_\_\_\_\_

## POSITION DESIRED

Please describe the position for which you are applying.

## JOB SKILLS

Please list any training, experience, or qualifications you have to perform the duties that relate to the area for which you are applying:

## EDUCATIONAL PREPARATION

Name of School	Location (City, State)	# of Years Attended	Degree	Major	Minor
<i>High School/GED</i>					
<i>Undergraduate/Technical</i>					
<i>Graduate</i>					

## EMPLOYMENT HISTORY

Present or Most Recent Employer	Dates (Month and Year)		Salary/Wage	
	From	To	Beginning	Ending
Address (City and State) _____ Phone _____				
Job Title _____	Supervisor _____	Supervisor's Title _____	Supervisor's Number _____	

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**EMPLOYMENT HISTORY (continued)**

Second Most Recent Employer

		Dates (Month and Year)		Salary/Wage	
		From	To	Beginning	Ending
Address (City and State)		Phone			

Job Title	Supervisor	Supervisor's Title	Supervisor's Number
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Duties

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Reason for Leaving

**SPIRITUAL AND CHURCH BACKGROUND**

Of what church are you a member?	What is your denominational preference?
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What services or activities do you attend on a regular basis?

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In what type of church work or Christian service have you been involved?

Briefly describe your salvation experience and your current relationship with Christ.

**REFERENCES** (Minimum of three *non-relative* references qualified to speak of your home background, Christian life, training and experience. One should be your **present pastor**.)

Name	Title	Work Phone (Area Code)	Home Phone (Area Code)
Relationship	Address (City and State)		

Name	Title	Work Phone (Area Code)	Home Phone (Area Code)
Relationship	Address (City and State)		

Name	Title	Work Phone (Area Code)	Home Phone (Area Code)
Relationship	Address (City and State)		

**OTHER INFORMATION**

Are you legally able to work in the United States of America?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been dismissed from/asked to resign from a position? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever resigned rather than face disciplinary action and/or nonrenewal by an employer and/or disciplinary action against a certificate/license? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor, including any traffic violations and/or suspended imposition(s) of sentence(s)? If yes, provide dates:  Offense(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SHORT ANSWER**

Why have you applied for this position?