

Instructions on Submitting a Position Application

Thank you for your interest in employment at Springhill Baptist Church. Due to the nature of confidential information enclosed in applications, the following instructions are provided to ensure that your personal information remains confidential.

Submitting Via Fax: Send the application and all required documents to (904) 261-4794. Include a cover sheet addressed to Personnel Committee labeled, "Confidential Information Attached".

Submitting Via Email: Send the application and all required documents to personnel.springhillbc@comcast.net.

Submitting Via Mail: Mail the application and all required documents to:

**Springhill Baptist Church
Attn: Personnel Committee
941017 Old Nassauville Road
Fernandina Beach, FL 33034**

If you have any additional questions, please email personnel.springhillbc@comcast.net.

Springhill Baptist Church

Employment Application Form

DATE _____

NAME: DATE: _____ SS NUMBER _____
Last First Middle

PRESENT ADDRESS: _____
Street

CITY: _____ STATE: _____ ZIP CODE: _____

PERMANENT ADDRESS (if different): _____
Street

CITY: _____ STATE: _____ ZIP CODE: _____

Home PHONE: (_____) _____ Cell PHONE: (_____) _____

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? **YES NO**

IF HIRED, WOULD YOU HAVE A RELIABLE MEANS OF TRANSPORTATION TO AND FROM WORK? **YES NO**

IF HIRED, CAN YOU PRESENT EVIDENCE OF YOUR U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO LIVE
AND WORK IN THIS COUNTRY? **YES NO**

MAY WE CONTACT YOU FOR A POSITION OTHER THAN THE ONE YOU APPLIED FOR? **YES NO**

HAVE YOU EVER BEEN CONVICTED OF A FELONY? **NO YES:** PLEASE EXPLAIN: _____

HAVE YOU EVER BEEN CONVICTED OF A MISDEAMEANOR? **NO YES:** PLEASE EXPLAIN: _____

ARE YOU EMPLOYED NOW? **YES NO** IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? **YES NO**

POSITION APPLYING FOR: _____

APPLYING FOR: ☐ REGULAR FULL-TIME ☐ REGULAR PART-TIME ☐ TEMPORARY

PLEASE WRITE A SHORT PARAGRAPH TELLING HOW YOU BECAME A CHRISTIAN: _____

WHERE DO YOU ATTEND CHURCH? _____

FOR HOW LONG? _____ PASTOR'S NAME _____

ARE YOU A MEMBER? **NO YES** IF YES, DATE JOINED: _____

EDUCATION

School	Name. Address, City, State, Zip	# Years Completed	Did you Graduate?	Degree, Diploma or Certification
High School			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
College/ University			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
Graduate School			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
Vocational/ Business			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
Vocational/ Business			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
Vocational/ Business			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	

EMPLOYMENT HISTORY

Employer (Name and Address)	Dates From	Dates To	Position	Immediate Supervisor and Phone Number	Reason for Leaving

Military Record (U.S. Armed Forces Only)

Service and Branch			Primary Function
Date Entered	Date Discharged	Final Rank/Rate	Active Reserve Obligation

References

Customarily we will check employment references with your immediate supervisors listed in the Employment History section. Please list two personal references (neither former employers nor relatives):

Name	Address	Occupation	Years Known

If you are known by any other name(s), please list: _____

Please read carefully, initial each paragraph, and sign below.

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize Springhill Baptist Church to thoroughly investigate any references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Church's background review agency any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Church's background review agency, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Springhill Baptist Church. In addition, I understand and agree that if I am employed my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Springhill Baptist Church, and that no promises or representations to the contrary are binding on Springhill Baptist Church unless made in writing and signed by me and the Church Administrator.

Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by Springhill Baptist Church, I am entitled to copies of any such public records obtained by the Church unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above.

Signature

Date

Printed Name