



**APPLICATION FOR EMPLOYMENT**  
**Mount Vernon Baptist Church**  
**3505 Bamboo Road, Boone, NC 28607 ☎ (828) 266-9700**  
**Email [office@mvbcb.org](mailto:office@mvbcb.org) ☎ [mvbcb.org](http://mvbcb.org)**

**EQUAL EMPLOYMENT OPPORTUNITY**

As a matter of faithfulness to biblical principles, the church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical or mental handicap, medical condition or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. This commitment derives from biblical teachings, from the example of our Lord, the command of the Great Commission and the witness of the early church in breaking down barriers of gender, race and ethnicity.

We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the church's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor, the Senior Pastor, the Minister of Education and Administration, or the Chairman of the Personnel Committee. Violation of this policy may result in disciplinary action, up to and including possible termination.

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_ Sex: [ ] M [ ] F  
Last First Middle Preferred Name

Mailing Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**II. PERMANENT CONTACT PERSON**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### III. EMPLOYMENT INFORMATION

Position applying for: \_\_\_\_\_ Date available for work: \_\_\_\_\_

What salary/hourly rate do you expect? \_\_\_\_\_

Type of employment:  Full Time  Part Time  Temporary

What days and hours if part-time? Days \_\_\_\_\_ Hours \_\_\_\_\_  
From ( ) AM ( ) PM To ( ) AM ( ) PM

Have you ever applied for a job with us before?  Yes  No

Have you ever worked for us before?  Yes  No

Have you ever been bonded?  Yes  No

Have you ever been refused bond?  Yes  No

If yes, state reason and date \_\_\_\_\_

Have you ever been convicted of any crime other than a minor traffic violation?  Yes  No

If yes, state date, court and place where offense occurred \_\_\_\_\_

Have you ever been discharged or requested to resign from a position?  Yes  No

If yes, explain \_\_\_\_\_

Does your present employer know of your plans to change employment?  Yes  No

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material?)  Yes  No

How much time have you lost from work during this past year? \_\_\_\_\_

Do you have steady transportation to work?  Yes  No

Do you have any personal responsibilities or problems that may affect your daily attendance?  Yes  No

If yes, explain \_\_\_\_\_

Are you legally authorized to work in the U.S.?  Yes  No

Referred to us by: \_\_\_\_\_

Are you able to perform the tasks explained to you in the description of the position for which you are applying, either with our without accommodation?  Yes  No

**IV. EDUCATION**

School	Years Completed	Degree Received & Major Subject	Name of School	Location	Did you Graduate?
Grammar or High School					
Trade Bus. or Correspondence					
College					
Graduate School or Seminary					

Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any other experiences, skills, or qualifications you possess that you would like to make us aware of in regards to work with Mount Vernon and the specific job you desire? (Feel free to attach a separate sheet describing these.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. PRIOR WORK RECORD**

1) Name of Most Recent Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
 Name and Position of Immediate Supervisor: \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_  
 Your Position: \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

2) Name of Most Recent Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
 Name and Position of Immediate Supervisor: \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_  
 Your Position: \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

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3) Name of Most Recent Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Name and Position of Immediate Supervisor: \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_  
Your Position: \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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May we contact the employers listed above? \_\_\_\_\_ if not, indicate by "No."  
Which one(s) do you wish for us NOT to contact? \_\_\_\_\_

## VI. REFERENCES

Please list two references. (*Do not list relatives or previous supervisors.*)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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I authorize Mount Vernon Baptist Church and its agents to contact any references or employers as listed on my application for employment to confirm the information which was supplied by me and/or obtain other material information about my employment. I authorize all references or employers to release any information about my qualifications. I also release any references or employers which provides information from any and all liability for providing that information.

I hereby confirm that all statements herein are true and correct to the best of my knowledge. I authorize this church and/or its agents to conduct whatever investigation it deems necessary to confirm statements submitted on this application. I understand that any false, misleading or incomplete statements herein may be cause for disqualification or dismissal, if employed. I understand that this application is not intended to be either a contract of employment or a guarantee of promotional opportunities.

I understand that just as I am free to resign at any time, the church and/or its agents reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the church has the authority to make any assurances to the contrary.

Should you be considered further as a candidate for employment, a background and drug screening will be required. Screening authorization forms will be issued to you at that time.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Please Print Name)