

List all employment whether or not it seems relevant to the position for which you are applying. If a recent graduate, please list summer and part-time employment. **Explain any gaps in employment in comments section below.**

EMPLOYMENT HISTORY

PRESENT OR LAST EMPLOYER			
Name of Employer			(Area Code) Telephone No.
Address		City ST Zip	May We Contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Dates of Employment	Title of Position	Name of Supervisor	
From MO. YR.	Description of Duties, Responsibilities and Significant Accomplishments		
To MO. YR.			
Salary			
Start			
End			
Reason For Leaving			
NEXT PREVIOUS EMPLOYER			
Name of Employer			(Area Code) Telephone No.
Address		City ST Zip	May We Contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Dates of Employment	Title of Position	Name of Supervisor	
From MO. YR.	Description of Duties, Responsibilities and Significant Accomplishments		
To MO. YR.			
Salary			
Start			
End			
Reason For Leaving			
NEXT PREVIOUS EMPLOYER			
Name of Employer			(Area Code) Telephone No.
Address		City ST Zip	May We Contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Dates of Employment	Title of Position	Name of Supervisor	
From MO. YR.	Description of Duties, Responsibilities and Significant Accomplishments		
To MO. YR.			
Salary			
Start			
End			
Reason For Leaving			
COMMENTS			

EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR ATTENDED	GRADUATED	DEGREE
HIGH SCHOOL			9 10 11 12	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
GRADUATE SCHOOL			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS/TRADE OTHER			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

SKILLS AND QUALIFICATIONS

Please check appropriate box for knowledge (K) or experience (E)

- | | | | |
|---|---------------------------|---|-------------------------------|
| <input type="checkbox"/> K <input type="checkbox"/> E | Personal Computer | <input type="checkbox"/> K <input type="checkbox"/> E | Typing _____(wpm) |
| | <u>List Software used</u> | <input type="checkbox"/> K <input type="checkbox"/> E | Shorthand/Dictating Equipment |
| <input type="checkbox"/> K <input type="checkbox"/> E | _____ | <input type="checkbox"/> K <input type="checkbox"/> E | Calculator |
| <input type="checkbox"/> K <input type="checkbox"/> E | _____ | <input type="checkbox"/> K <input type="checkbox"/> E | Bookkeeping |
| <input type="checkbox"/> K <input type="checkbox"/> E | _____ | <input type="checkbox"/> K <input type="checkbox"/> E | Receptionist |
| <input type="checkbox"/> K <input type="checkbox"/> E | _____ | <input type="checkbox"/> K <input type="checkbox"/> E | Writing and Editing |
| <input type="checkbox"/> K <input type="checkbox"/> E | _____ | <input type="checkbox"/> K <input type="checkbox"/> E | Art and Design |

List other skills or training you would like us to consider.

PERSONAL REFERENCES

List business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

1	Name	Occupation		
	Address	City	ST	Zip
	Telephone No.			
2	Name	Occupation		
	Address	City	ST	Zip
	Telephone No.			
3	Name	Occupation		
	Address	City	ST	Zip
	Telephone No.			

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like us to consider in connection with your application for employment.

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE, I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of Louisiana Baptist Convention to afford equal opportunity to all employees and applicants for employment without regard to age, race, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans of the Vietnam era, and individuals with a disability, any other characteristic protected by Federal, State or Local law.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Executive Board of the Louisiana Baptist Convention service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Executive Board of the Louisiana Baptist Convention 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 Executive Board has the authority to make any assurances to the contrary.

I give the Executive Board of the Louisiana Baptist Convention the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Executive Board and its representatives for seeking such information and all other persons, corporations for furnishing such information.

Applicant Signature

Date