

Executive Board of the Louisiana Baptist Convention

Application for Employment

Date of Application:					
Position Applied For:					
Applying For: ☐ Full Time ☐ Part Time ☐ Seasonal					
PERSONAL					
Name:First M Last					
Address:					
City:ST:Zip Code:					
Social Security Number: Home Telephone:					
Other Telephone:Email:					
Do you have any relatives or friends that are presently employed with the Company?					
Do you have any personal responsibilities or problems that might prevent you from coming to work every day? NO If Yes, please explain:					
Have you ever been bonded? ☐ YES ☐ NO					

EMPLOYMENT HISTORY

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.**

	PRESE	ENT OR LAST EM	IPLOYER		
Name of Employer				(Area Code)	Telephone No.
Address	City	ST	Zip	May We Contact?	
Dates of Employment	Title of Position		Name of Super	rvisor	□ YES □ NO
From MO. YR.	Description of Duties, Responsibilities and Significant Accomplishments				
To YR.					
Salary					
Start					
End Reason For Leaving					
	NEVO	DDEVIOUS EMI	DLOVED		
Name of Employer	NEAI	PREVIOUS EMI	LUIEK	(Area Code)	Telephone No.
	GI.	CIT	71		Telephone No.
Address	City	ST	Zip	May We Contact?	□ YES □ NO
Dates of Employment	Title of Position		Name of Super	rvisor	
From MO. YR.	Description of Duties, Respo	nsibilities and Sign	ificant Accompli	ishments	
To MO. YR.					
Salary					
Start					
End Reason For Leaving					
	NEW		N OWED		
Name of Employer	NEXI	PREVIOUS EMI	<u> PLOYER</u>	(Area Code)	Telephone No.
Address	City	ST	Zip	May We Contact?	
	The AD to		NI CC	•	☐ YES ☐ NO
Dates of Employment	Title of Position		Name of Super		
From MO. YR.	Description of Duties, Respo	nsibilities and Sign	ificant Accompli	ishments	
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	☐ YES ☐ NO	
COLLEGE			1 2 3 4	☐ YES ☐ NO	
COLLEGE			1 2 3 4	☐ YES ☐ NO	
GRADUATE SCHOOL			1 2 3 4	☐ YES ☐ NO	
BUSINESS/TRADE OTHER			1 2 3 4	☐ YES ☐ NO	

	OTHER					
SKILLS AND QUALIFICATIONS						
Please	e check a	appropriate box for knowledge (K) or e	experience (E)		
□К	□Е	Personal Computer	□К□Е	Typing	(wpm)	
		<u>List Software used</u>	□ K □ E	Shorthand/Dic	tating Equipment	
\square K	□ E		□К□Е	Calculator		
\square K	□ E		□К□Е	Bookkeeping		
\square K	□ E		□К□Е	Receptionist		
\square K	□Е		□ K □ E	Writing and E	diting	
□К	□ E		□К□Е	Art and Design	n	
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. Occupation						
			Occupation		•	
Addres	ss		City	ST	Zip	
Addres			_	ST		
			_	ST		
Teleph	one No.		City	ST ST		
Telepho 2	Name		City		Zip	
Telepho 2	Name		City		Zip	
Telepho Telepho	Name Some No. Name Name		City Occupation City		Zip	

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications considered in evaluating your qualifications for employ which you would like us to consider in connection with	yment. Please indicate any prior military service
I CERTIFY THAT ALL ANSWERS GIVEN BY ME UNDERSTAND THAT THE FALSIFICATION, MISRE THIS APPLICATION (OR ANY OTHER ACCOMPAN CAUSE FOR DENIAL OF EMPLOYMENT OR IMM REGARDLESS OF WHEN OR HOW DISCOVERED.	EPRESENTATION OR OMISSION OF FACT ON YING OR REQUIRED DOCUMENTS) WILL BE
Questions regarding this statement should be directed to application will be given every consideration, but its receipt of	
It is the policy of Louisiana Baptist Convention to afford employment without regard to age, race, color, sex, national pregnancy, and to afford equal opportunities to disabled disability, any other characteristic protected by Federal, State	al origin, marital status, expunged juvenile records, or veterans of the Vietnam era, and individuals with a
It is understood and agreed that any misrepresentation by cancellation of this application and/or separation from the service if I have been employed. Furthermore, I understa Executive Board of the Louisiana Baptist Convention reserve with or without cause and without prior notice. I understand authority to make any assurances to the contrary.	Executive Board of the Louisiana Baptist Convention and that just as I am free to resign at any time, the rest the right to terminate my employment at any time,
I give the Executive Board of the Louisiana Baptist Convent additional information about me, if job related. I hereby representatives for seeking such information and all other per	release from liability the Executive Board and its
Applicant Signature	Date