



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last Name _____ First _____ M.I. _____

Street Address _____ Apartment/Unit # _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

Date Available _____ Desired Salary _____

Position Applied for _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you 18 years or older? YES NO

Have you ever been convicted of a felony? YES NO If yes, explain _____

May we contact you for another position? YES NO

EMPLOYMENT INFORMATION

Position Applying For: _____ Date You Can Start: _____

Salary Listed: _____ Salary Desired: _____

Are you employed now? YES NO If so, may we inquire of your present employer? YES NO

Have you previously applied to the Frederick Church of the Brethren? YES NO If so, when? _____

Do you desire Full-Time or Part-Time Work? Days and Hours Available: _____

EDUCATION AND TRAINING

High School _____ Address _____

From _____ To _____ Did you graduate YES NO Degree _____

College _____ Address _____

From _____ To _____ Did you graduate YES NO Degree _____

Other _____ Address _____

From _____ To _____ Did you graduate YES NO Degree _____

Other _____ Address _____

From _____ To _____ Did you graduate YES NO Degree _____

List any other relevant training, certifications or coursework (include missions):

List computer software you are familiar with:

List other job related qualifications and skills. Include computer experience skills with machines, typing, shorthand, etc.

SKILLS: _____

MINISTRY EXPERIENCE

Please indicate any ministry experience (Include Role, Dates of Service and Locations Served):

JOB DESCRIPTION (ATTACHED TO APPLICATION)

Do you have the ability to perform the job functions listed in the job description? YES NO

Are you able to perform these tasks with or without any accommodation? WITH WITHOUT

PERSON RELATIONSHIP WITH JESUS CHRIST

We desire that all applicants feel comfortable in a Christian environment. It is the policy of the Frederick Church of the Brethren to hire staff who can subscribe to the church's statements of vision and mission. Please provide a brief statement about your personal relationship with Jesus Christ.

REFERENCES

Please list three professional references

Full Name _____ Relationship _____
Company _____ Phone _____
Address _____

Full Name _____ Relationship _____
Company _____ Phone _____
Address _____

Full name _____ Relationship _____
Company _____ Phone _____
Address _____

PREVIOUS EMPLOYMENT

Employer _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

Employer _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

Employer _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

DISCLAIMER

I have read and subscribe without reservation to the church’s statements of vision and mission YES NO
Church Presently Attending _____ Member? YES NO
City _____ Pastor _____
Pastor can be contacted for reference? YES NO
What is your present level of church involvement? _____

IN CASE OF EMERGENCY NOTIFY:

Name: _____ Phone: _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, I am subject to the policies contained in FCOB’s Handbook and a 90 day observation period. I further understand that this application is not a contract of employment, nor a legal document, and nothing contained herein creates a contract between FCOB and me.

I consent to FCOB conducting a criminal records check, as long as the results are kept confidential. I authorize the appropriate law enforcement agency to release information pertaining to any record or file maintained on me and release said agency from any and all liability resulting from such disclosure.

Signature _____ Date _____

Please mail or scan and send electronically, the completed and signed application to the Church Office:

Address: 201 Fairview Avenue, Frederick, MD 21701
Attention: Administrative Assistant for Personnel
Email: hrdepartment@fcob.net