



Instructions on Submitting a Job Application

On behalf of Dr. Melvin O. Marriner, thank you for your interest in employment at Grove 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 In Person: Place the application and all required documents in a sealed envelope addressed to the Assistant to the Minister of Administration. Applications are accepted at Grove Church Offices on Monday-Friday from 9:00a.m.-5:00p.m.

Submitting Via Fax: Send the application and all required documents to (757) 673-0522. Include a cover sheet addressed to the Assistant to the Minister of Administration labeled, confidential information attached”.

Submitting Via Email: Send the application and all required documents to tdyson@grovechurchva.com.

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

**Grove Baptist Church
Attn: Administration/Human Resources
P.O. Box 6219
Portsmouth, Va. 23703**

If you have any additional questions, please contact the Dept. of Administration at (757) 967-9618.



PERSONAL DATA

Last:	First:	Middle:	Initial:	Social Security Number:
Address:				
City:	State:	Zip:	Telephone:	
Email:	Date of Birth:			

DESIRED EMPLOYMENT

Position:	Date You Can Start:	Desired Salary:
Are You Currently Employed:	If Employed, May We Inquire of Your Current Employer:	Are you eligible to work in the U.S.?
Have You Applied to This Church Before:	If so, when:	
Type of Work Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time	If hired, can you provide evidence that you are authorized and of legal age to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION: Attach duplicates of listed degrees, certifications etc.

High School:	Name & Location of School:
	Years Attended: (Diploma/Degree) Date Graduated / Grade Completed:
University/College Undergraduate:	Name & Location of School:
	Years Attended: (Diploma/Degree): Date Graduated / Grade Completed:
University/College Graduate:	Name & Location of School:
	Years Attended: (Diploma/Degree): Date Graduated / Grade Completed:
Trade, Business or Correspondence School:	Name & Location of School:
	Years Attended: (Diploma/Degree): Date Graduated / Grade Completed:

EMPLOYMENT HISTORY: List all jobs and contracts held by you during the past five continuous years. Also list current contact information.

Employer:	Job Title:
Address:	Duties:
Phone:	
May we contact this employer? Y/N	Salary:
Date From:	Date To:
	Reason for Leaving:
Employer:	Job Title:
Address:	Duties:
Phone:	Salary:
Date From:	Date To:
	Reason for Leaving:
Employer:	Job Title:
Address:	Duties:

Phone:	
May we contact this employer? Y/N	Salary:
Date From:	Date To:
Reason for Leaving:	

ADDITIONAL EMPLOYMENT HISTORY: PLEASE WRITE ON BACK OF APPLICATION

CHURCH LIFE

Name of Church you attend	Are you are a member? ___ Yes ___ No	Are you active? ___ Yes ___ No
Address:		
Pastor's Name:		
Ministries / programs in which you are active:		
Ministry Contact Person's and Phone Number (someone who knows your work):		

CRIMINAL HISTORY

Have you been convicted of a felony or misdemeanor: ___ Yes ___ No
Do you currently have any criminal actions pending in which you are a Defendant? ___ Yes ___ No
Are you currently on probation or parole? ___ Yes ___ No
If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred.

REFERENCES: SUPERVISORS ONLY: all information must be completed for each listed reference. Personal references will not be considered.

Name	Occupation
Address:	Relationship
Phone Number:	Years Known:
Name	Occupation
Address:	Relationship
Phone Number:	Years Known:
Name	Occupation
Address:	Relationship
Phone Number:	Years Known:

ADDITIONAL AREAS OF EXPERTISE/COMPUTER SOFTWARE EXPERIENCE: refer to the position description for job requirements. Applicants may be required to take assessment tests.

Areas of specialized study, research or additional experience:		
List the foreign languages you speak fluently:	Read:	Write:
List all Computer Software Experience <u>and</u> Levels of Proficiency:		
U. S. Military Service:	Rank: Present membership in National Guard or Reserves:	

