



Instructions on Submitting an Employment Application

On behalf of Dr. Melvin O. Marriner, thank you for your interest in employment at Grove Baptist 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 Human Resources. Applications are accepted at Grove Church Offices on Monday-Friday from 10:00a.m. - 4:00p.m.

Submitting Via Fax: Send the application and all required documents to (757) 673-0522. Include a cover sheet addressed to the Human Resources, labeled "confidential information attached".

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

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

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

If you have any additional questions, please contact Human Resources at (757) 967-9618.



GROVE BAPTIST CHURCH APPLICATION FOR EMPLOYMENT

Grove Baptist Church is an equal opportunity employer. Grove Baptist Church does not discriminate in employment with regard to race, color, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ☐ Yes ☐ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
☐ Yes ☐ No

Have you ever been terminated from employment or asked to resign by an employer?

☐ Yes ☐ No

If yes, please provide company names and details _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? ☐ If so, may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? ☐ Walk In ☐ Advertisement ☐ Referral ☐ Other

Have you ever worked for this company before?

☐ Yes ☐ No Explain _____

Do you know anyone who works for our company? Yes No If yes, who? _____



EDUCATION

	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			



CHURCH LIFE

Name of Church you attend:	Address:
Pastor's Name:	Are you an active member?
Ministries / Programs in which you are active:	Ministry Contact Person's and Phone Number (someone who knows your work):

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

CRIMINAL HISTORY

Have you been convicted of a felony?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on probation or parole arising from a felony conviction? <input type="checkbox"/> Yes <input type="checkbox"/> 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.



Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Grove Baptist Church to hire me. If I am hired, I understand that either Grove Baptist Church or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Grove Baptist Church has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Grove Baptist Church true and complete information on this application. No requested information has been concealed. I authorize Grove Baptist Church to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.