

# COMMUNITY MISSIONARY BAPTIST CHURCH OF DESOTO

## Application for Employment

- All information obtained within this application will be held in strict confidence, subject to applicable law.
- Please complete all applicable sections and sign the last page.
- **Please print clearly.**

Community Missionary Baptist Church of DeSoto prides itself on being an Equal Opportunity Employer. We will not discriminate in employment because of sex, age, race, physical disability, religion, ethnicity, mental disability, marital status, ancestry, or place of origin.

**1**

Social Security No. \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Are you legally entitled to work in the USA? \_\_\_\_\_

Proof will be required upon hire

Position(s) applied for: \_\_\_\_\_

Date you are available for employment: \_\_\_\_\_

Wage or salary desired: \_\_\_\_\_

How did you learn of the position(s) for which you have applied? (CMBC member, Website, etc.) \_\_\_\_\_

**2**

### EDUCATIONAL BACKGROUND

Community Missionary Baptist Church of DeSoto requires a minimum educational level of Grade 12 or equivalent for all positions.

EDUCATIONAL BACKGROUND – relevant to the position applied for

Highest level of education completed: \_\_\_\_\_

Name of educational institute: \_\_\_\_\_

What machines or equipment have you operated which relate to the position you have applied for? \_\_\_\_\_

Education, training, skills, experience, or other qualifications which you feel would assist you in performing the duties of the position you have applied for? \_\_\_\_\_

**3a**

List below your last three employers, starting with the most recent. Only last employer if five years or more.

Employer's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Departure: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (       ) \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer? (If not, state brief reason): \_\_\_\_\_

**3b**

Employer's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Departure: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (       ) \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer? (If not, state brief reason): \_\_\_\_\_

**3c**

Employer's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Departure: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (       ) \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer? (If not, state brief reason): \_\_\_\_\_

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**4****If you are applying for a position that requires driving, please complete this section:**

Do you have a valid drivers license? \_\_\_\_\_

License #: \_\_\_\_\_

State: \_\_\_\_\_

**Note:** If you are selected for an interview, you are required to present a copy of your driving record that is not more than 4 weeks old. After being hired, a copy of this driving record will be placed into your personnel file and an annual update will be required.

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**5****False information given or implied on an application form is grounds for immediate dismissal without further notice.**

I hereby state that all information provided is accurate and may be verified by you. I agree that I may be discharged if Community Missionary Baptist Church of DeSoto at any time learns of falsification or material omission in the information provided on this application form and related documents. Community Missionary Baptist Church of DeSoto may contact my former employer in connection with the consideration of my employment with them. All references are hereby authorized to release all information which they may have relevant to my employment with them.

I agree that I will follow all policies, rules, procedures, and all other directions pertaining to my employment. I understand that Community Missionary Baptist Church of DeSoto reserves the right to add, change, and/or delete any policies, procedures, work rules, and/or benefits at any time.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.**

**Note:** Additional personal information will be required to complete additional forms after being hired.

**Community Missionary Baptist Church of DeSoto  
115 W. Beltline Road, DeSoto, Texas 75115  
(972) 230-4477 – Fax (972) 230-1007**