



**First Baptist Church**  
Portland, Oregon

# Application for Employment

Position Applied for \_\_\_\_\_ Date \_\_\_\_\_

## Contact Information

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone number \_\_\_\_\_  
Alternate \_\_\_\_\_  
Email \_\_\_\_\_

## Education

High School \_\_\_\_\_ Years Attended \_\_\_\_\_  
Graduated? \_\_\_\_\_

College/University \_\_\_\_\_ Years Attended \_\_\_\_\_  
Graduated? \_\_\_\_\_  
Major \_\_\_\_\_

College/University \_\_\_\_\_ Years Attended \_\_\_\_\_  
Graduated? \_\_\_\_\_  
Major \_\_\_\_\_

## Work Experience (past 7 years – or attach resume)

Position/Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Dates of employment \_\_\_\_\_  
Supervisor name and phone or contact information: \_\_\_\_\_

## Ambassadors for Christ to the Heart of the City

We are therefore Christ's ambassadors, as though God were making an appeal through us.  
We implore you on Christ's behalf: be reconciled to God. (2 Corinthians 5:20 NIV)

Position/Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Dates of employment \_\_\_\_\_  
Supervisor name and phone or contact information:  
\_\_\_\_\_

Position/Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Dates of employment \_\_\_\_\_  
Supervisor name and phone or contact information:  
\_\_\_\_\_

Position/Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Dates of employment \_\_\_\_\_  
Supervisor name and phone or contact information:  
\_\_\_\_\_

**Skills and Training**

Have you ever worked with a database? \_\_\_\_\_

Are you able to create a spreadsheet in Microsoft Excel? \_\_\_\_\_

How long have you been using Microsoft Excel? \_\_\_\_\_

Are you comfortable with the devising criteria to create a database report? \_\_\_\_\_

Please describe your work or volunteer experience working with the public.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have experience editing documents for spelling, grammar and context?

\_\_\_\_\_  
\_\_\_\_\_

Please list other skills, talents or training that you think are relevant to the job for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References

Please attach a list of at least three references.

We would like at least two of them to be familiar with your work.

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_

### **Please read the following carefully before signing this application:**

First Baptist Church is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, marital status, national origin, handicap or veteran status.

I am the applicant named in this application for employment, and I realize that my employment depends upon the truth and completeness of my answers in this application and the information I furnish with it. I understand that my obligation to furnish complete and accurate information in connection with this application is a continuing one, and, accordingly, should anything occur or be discovered between the time this application is submitted and the time I am employed which would change or render incomplete any portion of the information furnished or in connection with this application, I will promptly notify the Administrator and furnish the necessary information to correct or complete my application.

I hereby authorize First Baptist Church of Portland or their agents or authorized representatives to make a complete investigation of my character and general fitness as an employee and to disclose such information about me as may be reasonably necessary to conduct such an investigation.

I hereby authorize every person or organization having information or documents relating to me, including, without limitation, driving records, college records, military records, litigation records, credit reports, and employment records, to provide that information and those documents to First Baptist Church of Portland and their agents or authorized representatives.

I hereby release and exonerate any person or organization supplying requested information in connection with this application or the investigation discussed above from liability of any kind resulting from the investigation or from furnishing information, and I understand that the information furnished in and in connection with this application is confidential and will not be disclosed to persons outside the First Baptist Church organization, their agents or authorized representatives without my prior consent.

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with First Baptist Church.

In consideration of my employment, I agree to conform to the instructions, rules and policies of First Baptist Church. My employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either the Church or myself. I understand that no representative of the Church has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

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Signature

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Date