



**EDUCATION AND TRAINING**

High School:		Address:	
From:	To:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree:
College:		Address:	
From:	To:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree:
Other:		Address:	
From:	To:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree:
On a scale of 1-5 with <b>5 being the highest and 1 being the lowest</b> , please rate your efficiency with the following:			
Microsoft Word:	Microsoft Excel:	Microsoft Outlook:	Microsoft PowerPoint:
Microsoft Access:	Fellowship Database:	Typing: Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>
Other management, office or administrative skills not listed above:			

**REFERENCES – PROFESSIONAL – PLEASE LIST 3 PROFESSIONAL REFERENCES**

Full Name:	Relationship:
Company:	Phone:
<b>Email Address:</b>	
Okay to Contact? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please explain why.	

Full Name:	Relationship:
Company:	Phone:
<b>Email Address:</b>	
Okay to Contact? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please explain why.	

Full Name:	Relationship:
Company:	Phone:
<b>Email Address:</b>	
Okay to Contact? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please explain why.	

**REFERENCES – MINISTRY RELATED – PLEASE LIST 3 MINISTRY RELATED REFERENCES**

Full Name:	Relationship:
Company:	Phone:
<b>Email Address:</b>	
Okay to Contact? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please explain why.	

Full Name:	Relationship:
Company:	Phone:
<b>Email Address:</b>	
Okay to Contact? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please explain why.	

Full Name:	Relationship:
Company:	Phone:
<b>Email Address:</b>	
Okay to Contact? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please explain why.	

**ADDITIONAL INFORMATION**

*Please use this space to provide any additional information concerning your experience or other special qualifications not listed elsewhere in this application:*

**PERSONAL RELATIONSHIP WITH JESUS CHRIST**

It is our desire that all employees feel comfortable within the Christian environment that they will find at the Saint Mark Baptist Church. Due to the unique nature and purpose of our organization, all employees are required to participate in ministry devotions and prayer. Also, each employee is expected to be able to share with business associates, guests and visitors about his or her experience of having a personal relationship with Jesus Christ. In light of these facts, the following information is required as an occupational qualification.

1. Have you committed to trust and follow Jesus Christ as your personal Lord and Savior? YES  NO   NOT SURE

If yes, since when? \_\_\_\_\_ If no or not sure, please go to question 3.

2. Please give a brief statement of your personal relationship with Jesus Christ and how it began:

\_\_\_\_\_

\_\_\_\_\_

3. Do you regularly attend the Sunday services? YES  NO

4. Do you regularly attend a small group? YES  NO

If yes, who is the leader? \_\_\_\_\_ Leader's phone number: \_\_\_\_\_  
 Leader's email address: \_\_\_\_\_

5. If you do not currently attend Saint Mark Baptist Church, which church do you attend?

Church Name: \_\_\_\_\_ City: \_\_\_\_\_

Senior Pastor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

6. Please describe any current or previous ministry volunteer experience you have at Saint Mark or your previous church:

\_\_\_\_\_

**ACKNOWLEDGEMENT**

All information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer for employment does not create a contractual obligation the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so that I may obtain from them the nature and substance of the information contained in the report.

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