



> PERSONAL INFORMATION

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

> EMPLOYMENT INFORMATION

Desired Position \_\_\_\_\_ Desired Salary \_\_\_\_\_

Available Start Date \_\_\_\_\_

Are you currently employed? YES // NO    Can we inquire of your employer? YES // NO

> EDUCATION

High School \_\_\_\_\_ Date of Graduation \_\_\_\_\_

College \_\_\_\_\_

Area of Study \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Trade/Correspondence School \_\_\_\_\_

Area of Study \_\_\_\_\_ Date of Graduation \_\_\_\_\_

US Military or Naval Service \_\_\_\_\_ Date of Service \_\_\_\_\_

Other \_\_\_\_\_

> FORMER EMPLOYERS

Please list employer's name, date of employment, contact information, salary, position, and reason for leaving for each employer.

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## > OTHER INFORMATION

Hobbies \_\_\_\_\_

Achievements & Honors \_\_\_\_\_

Knowledge of Computers (*Programs, Internet, Web Design, Databases. Please list program names.*)

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

What experience, skills, and training would you bring to the job?

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

Please give three references that are not related to you and are not members at CHBC.

Please include: Name, Address, Phone, Position, Relationship

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

Why are you interested in this position? \_\_\_\_\_

\_\_\_\_\_

How did you hear about this job opportunity? \_\_\_\_\_

*I give my permission for the above reference to be contacted by Chisholm Heights Baptist Church for the purpose of gathering information pertinent to my possible employment in this position.*

> SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

### **FOR OFFICE USE ONLY**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

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

Hired Date \_\_\_\_\_ Dept. \_\_\_\_\_ Position \_\_\_\_\_

Starting Date \_\_\_\_\_ Salary/Wages \_\_\_\_\_

Approved by \_\_\_\_\_

\_\_\_\_\_