



JOB APPLICATION FOR MARRINER CHRISTIAN ACADEMY

See instructions on submitting this application on page 3.

PERSONAL DATA

Last:	First:	Middle:	Initial:	Social Security Number:
Address:				
City:	State:	Zip:	Telephone:	
Email:				

DESIRED EMPLOYMENT

Position:	Date You Can Start:	Desired Salary:
Are You Currently Employed:	If Employed, May We Inquire of Your Current Employer:	
Have You Applied to This Church Before:	If so, when:	

EDUCATION: Attach duplicates of listed degrees, certifications etc.

High School:	Name & Location of School:
	Years Attended: _____ Date Graduated / Grade Completed: _____ (Diploma/Degree)
University/College Undergraduate:	Name & Location of School:
	Years Attended: _____ Date Graduated / Grade Completed: _____ (Diploma/Degree):
University/College Graduate:	Name & Location of School:
	Years Attended: _____ Date Graduated / Grade Completed: _____ (Diploma/Degree):
Trade, Business or Correspondence School:	Name & Location of School:
	Years Attended: _____ Date Graduated / Grade Completed: _____ (Diploma/Degree):

EMPLOYMENT HISTORY: List most recent employment and accurate contact information.

Employer:	Job Title:
Address:	Duties:
Phone:	
May we contact this employer? Y/N	Salary:
Date From:	Date To:
	Reason for Leaving:
Employer:	Job Title:
Address:	Duties:
Phone:	Salary:
Date From:	Date To:

	Reason for Leaving:
Employer:	Job Title:
Address:	Duties:
Phone:	
May we contact this employer? Y/N	Salary:
Date From:	Date To:
	Reason for Leaving:

ADDITIONAL EMPLOYMENT HISTORY: PLEASE WRITE ON BACK OF APPLICATION

CHURCH LIFE

Name of Church you attend	Are you are a member? ___Yes ___No	Are you active? ___Yes ___No
Address:		
Pastor's Name:		
Ministries / programs in which you are active:		
Ministry Contact Person's and Phone Number (someone who knows your work):		
Have you been convicted of a felony or misdemeanor: ___ Yes ___ No If yes, please explain.		

REFERENCES: SUPERVISORS ONLY: all information must be completed for each listed reference. Personal references will not be considered.

Name	Occupation
Address:	Relationship
Phone Number:	Years Known:
Name	Occupation
Address:	Relationship
Phone Number:	Years Known:
Name	Occupation
Address:	Relationship
Phone Number:	Years Known:

PHYSICAL RECORD

Do you have any physical disabilities that interfere with you performing the work for which you are applying? If so, describe:		
Have you ever been injured?	Provide Details:	
In case of emergency notify: Name:	Address:	Phone:

ADDITIONAL AREAS OF EXPERTISE/COMPUTER SOFTWARE EXPERIENCE: refer to the position description for job requirements. Applicants may be required to take assessment tests.

Areas of specialized study, research or additional experience:		
List the foreign languages you speak fluently:	Read:	Write:
List all Computer Software Experience <u>and</u> Levels of Proficiency:		
U. S. Military Service:	Rank: Present membership in National Guard or Reserves:	

Describe any volunteer work or other experience related to child care:

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name:	Telephone:
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A sworn disclosure statement, criminal record and background check, child protective service registry check and TB tests are required by regulations for employment. Signing and submitting this application authorizes Grove Baptist Church to retrieve this information.

Signature: _____ Date: _____
Date

INSTRUCTIONS- SUBMITTING AN APPLICATION

This application does contain confidential information. Follow these instructions to ensure that your personal information remains confidential:

Submitting In Person: Place application and all required documents in a sealed envelope addressed to the Assistant to the Minister of Administration. The church office is open Monday-Fridays from 9:00a-5:00p.

Submitting Via Fax: Send application and all required documents to (757) 673-0522. Include a cover sheet addressed to the Assistant to the Minister of Administration labeled, confidential information attached”.

Submitting Via Email: Send application and all required documents to rgraves@grovebaptistchurch.com.

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

Grove Baptist Church
Attn: Administration/Human Resources
5910 West Norfolk Road
Portsmouth, Va. 23703

FOR INTERNAL USE ONLY

Comments:
