

Application for Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. Be sure to sign and date the application.
Please print.



Name _____
Social Security # _____ Date of Birth _____
Phone () _____
Address _____
City/State/Zip _____

Position applied for _____
Shift preferred 1 _____ 2 _____ 3 _____ Any _____
Expected Pay _____
Would you accept full-time work? Yes _____ No _____
Would you accept part-time work? Yes _____ No _____
On what date would you be available for work? _____
Have you ever been employed here before? No _____ Yes _____ Dates _____

Special Training or skills:
(languages, machine operation, etc.) that would be of benefit in the job for which you are applying:

Are you legally eligible for employment in the United States? Yes _____ No _____

2440 Atlas Road
P.O. Box 90309
Columbia, South Carolina 29209
Phone: (803) 776-1238
Fax: (803) 776-8839
www.bwcar.org
Email Address: info@biblewaychurchofatlasroad.com

For Office Use Only

Applicant # _____
Employee # _____
Hire Date _____
Position _____
Rate _____
Class _____
Skill _____
Other _____

Notes: _____

Attachments

- ___ Resume
- ___ Applicant Ref. Check
- ___ Applicant Interview
- ___ Payroll Change Notice
- ___ Offer Letter
- ___ Applicant SLED Check
- ___ Job Description

Employment Experience

Place an **X** by employer(s) you *do not* want us to contact. List your most recent employer first.

1. Employer _____
Address _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____
Reason for Leaving _____

2. Employer _____
Address _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____
Reason for Leaving _____

3. Employer _____
Address _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____
Reason for Leaving _____

Educational Background

Grammar School:

Name of School _____ Location _____

Course of Study _____ Did you Graduate? ___ Yes ___ No Degree or Diploma _____

High School:

Name of School _____ Location _____

Course of Study _____ Did you Graduate? ___ Yes ___ No

Degree or Diploma _____ Date _____

College:

Name of School _____ Location _____

Course of Study _____ Did you Graduate? ___ Yes ___ No

Degree or Diploma _____ Date _____

Graduate School:

Name of School _____ Location _____

Course of Study _____ Did you Graduate? ___ Yes ___ No

Degree or Diploma _____ Date _____

Continuing Education

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are disclosed, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than the CEO, Sr. Pastor, in writing and signed has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature _____ Date _____

Applicant: Do not write on this page. For Office use only.

Interview Results

Interviewer	Date	Comments

Test Results

Tests Administered	Date	Score	Rating	Comments and Interpretation

Reference Check

Results of Reference Check

Employer 1 _____

Employer 2 _____

Employer 3 _____