



New Mount Calvary Baptist Church Employment Application

PERSONAL INFORMATION

DATE _____

Name _____
Last First Middle

Present address _____
Street City State Zip

Telephone: Home () Cell () Email address: _____

Birth Date _____ Social Security #: _____

Position Applied for: _____ Date Available: _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NO.OF YEARS COMPLETED	DEGREE/DATE GRADUATED
High School				
Vocational or Technical School				
College/University				
Other				

WORK EXPERIENCE

Work Experience Please list your work experience for the **past three years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer:	Name of last supervisor:		
Address:	Employment dates		
Phone #:	From:	To:	
Your last job title:	Starting Salary: \$	Ending Salary: \$	

Reason for leaving (be specific):
May we contact this employer for a reference? YES NO

Name of employer:	Name of last supervisor:		
Address:	Employment dates		
Phone #:	From:	To:	
Your last job title:	Starting Salary: \$	Ending Salary: \$	

Reason for leaving (be specific):
May we contact this employer for a reference? YES NO

Name of employer:	Name of last supervisor:		
Address:	Employment dates		
Phone #:	From:	To:	
Your last job title:	Starting Salary: \$	Ending Salary: \$	

Reason for leaving (be specific):
May we contact this employer for a reference? YES NO

PROFESSIONAL REFERENCES

Give three references who are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

Name/Complete Address	Phone	Position

BACKGROUND INFORMATION

If you answer "Yes" to the questions in the following section, please attach a separate sheet if additional space is needed. .

Have you ever been convicted of a felony? YES NO
If yes, please state nature of the crime(s), when and where convicted and disposition of the case: _____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? YES NO
If yes, please explain _____

Have you ever been hospitalized or treated for alcohol or substance abuse? YES NO If yes, please explain _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ Initials	I certify that all the information in this application is accurate and complete to the best of my knowledge and I have not knowingly withheld any information that might adversely affect my chances for employment. I understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.
_____ Initials	I understand that neither the acceptance of this application or the subsequent entry into any type of employment relationship with New Mount Calvary Baptist Church creates an actual or implied contract of employment. I understand that, if I accept employment with New Mount Calvary Baptist Church, it will be on an at-will basis. This means that either New Mount Calvary Baptist Church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

Signature of applicant: _____ Date: _____

Please mail or email application to:
New Mount Calvary Baptist Church
Attn: Church Business Administrator
4711 Kelley Street
Houston, Texas 77026
www.nmcbc.org

BACKGROUND SCREENING CONSENT

Applicant should complete all relevant information and sign and date the form.

I, _____, hereby authorize new Mount Calvary Baptist Church and/or its agents to make an independent investigation of my background that may include: references, character, past employment, education, credit history (if applicable for position), audit criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with New Mount Calvary Baptist Church.

I release New Mount Calvary Baptist Church and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all the information is true and correct to the best of my knowledge:

Full Name (printed) _____

Other Names Used _____

Social Security Number _____ Date of Birth*: ____/____/____

Present Address _____

City _____ State _____ Zip _____

How Long at Present Address? _____

Former Address _____

City _____ State _____ Zip _____

How Long at Former Address? _____

Please List All States and Counties of Residence since Turning 18: _____

Driver's License Number _____ State of License _____

Signature of Applicant _____ Date _____

Note: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship or services as a volunteer. New Mount Calvary Baptist Church abides by all applicable state and federal employment laws.

Employment - General Maintenance

General Description - *Both male & female applicants are encouraged to apply.* The General Maintenance position is a part-time position which includes cleaning and maintaining all church facilities.

Experience: General Housekeeping Services

Job Duties: cleaning restrooms, vanity top & mirrors, sweeping, vacuuming, mopping, dusting pews and furniture and emptying trash, sanitize, monitoring and replacing stock levels as needed, assisting with setup of facilities for church events and building operations to include set-up and take-down before and after functions,

Responsible for maintenance in the following areas: Main Sanctuary, Fellowship Hall, Gymnasium, Youth Sanctuary & Classrooms.

***Please see Church Business Administrator for additional information
713-635-9955 or church email at newmountcalvary@nmcbc.org***

Employment – Courtesy Patrol Officer

General Description: Both male & female applicants are encouraged to apply. The security officer is responsible for providing safety and security services to members and staff at NMC Church. This position requires a flexible work schedule. Weekend availability is a must, also late nights and early mornings. The schedule is based on part-time and the officer's actual work hours will be scheduled according to the needs of the church.

Major Job Duties: The Courtesy Patrol Officer is expected to identify & evaluate issues around the campus; provide minor quality solutions and/or notify supervisor in order to maintain a safe and secure environment. Monitor church grounds when members and staff are entering and departing; call police or fire departments in cases of emergency and/or presence of unauthorized persons; provides security for all a/c units and buildings on the Church Grounds to include Calvary Courts and other areas as instructed.

***Please see Church Business Administrator for additional information
713-635-9955 or church email at newmountcalvary@nmcbc.org***

Employment – Contract Worker

General Description: Both **male & female** applicants and/or a **Ministry** are encouraged to apply. A Contractor Worker is needed to provide maintenance for Special Events held at the church primarily on weekends. This position is an on-call position and requires a flexible work schedule. Weekend or Saturday availability is a must. Work hours will be scheduled according to the needs of the church.

Job duties: cleaning restrooms (surfaces & fixtures, toilets disinfected inside and out, including base and behind, vanity top & mirrors, sweeping, vacuuming, mopping, dusting furniture, picking up trash in pews, emptying trash, sanitize, restocking restrooms.

Area of Responsibility - Main Sanctuary and/or Gym after use

Please see Church Business Administrator for additional information

713-635-9955 or church email at newmountcalvary@nmcabc.org