



# Mount Olive Employment Application

Please complete this form to apply for open jobs at Mount Olive Missionary Baptist Church of Meridian. When completed, mail entire document as follows:

**Mount Olive Missionary Baptist Church  
Attention: Employment Committee  
P.O. 4703  
Meridian, MS 39304**

Please answer all questions. We are an equal opportunity employer. Applicants are considered for positions without regard to race, sex, national origin, age, disability or any other category protected by applicable federal, state or local laws.

Position Applied For: \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
**First Middle Last**

Address \_\_\_\_\_  
**Street Address City State Zip**

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Preferred method of communication? \_\_\_\_\_

Do you have reliable transportation? Yes  No

## **EDUCATIONAL BACKGROUND**

**Name City State Dates Attended Graduated / Degree**

High School \_\_\_\_\_

College \_\_\_\_\_

College \_\_\_\_\_

Graduate, Technical or other schools \_\_\_\_\_

List specific skills or knowledge you have for this position and any other achievements you want considered \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY - RELATED TO JOB YOU ARE APPLYING**

**Current or Last Employer**

Name \_\_\_\_\_

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

Employer's Phone \_\_\_\_\_ May we contact? Yes  No

Position Title \_\_\_\_\_ Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Describe job responsibilities and important accomplishments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

**Previous Employer**

Name \_\_\_\_\_

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

Employer's Phone \_\_\_\_\_ May we contact? Yes  No

Position Title \_\_\_\_\_ Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Describe job responsibilities and important accomplishments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

## **REFERENCES**

Please list three individuals who are **NOT** related to you by blood or marriage as references; these should be people who can speak to your abilities for the position you are applying.

1. Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

2. Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

3. Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

If yes, please explain: \_\_\_\_\_

### **Harassment / Misconduct Policy**

Mount Olive of Meridian is committed to maintaining a work environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Any harassment or misconduct that is observed must be reported and shall be investigated and corrected immediately.

**WAIVER AND CONSENT:** I hereby certify that the information I have provided on this application for employment is true and correct. I authorize Mount Olive Missionary Baptist Church to verify the information I have provided on this application by contacting the references and employers as listed and/or conducting a background check. I am willing to take a drug test, if requested. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality, unless specified above.

If my application is accepted and I become employed at Mount Olive Missionary Baptist Church of Meridian, I agree to abide by and be bound by the policies of Mount Olive and to refrain from inappropriate conduct in the performance of my duties on behalf of Mt. Olive. Furthermore, I understand that Mount Olive is an At-Will employer as allowed by applicable state law which means that Mount Olive may terminate the employment relationship at any time, for any reason, with or without cause or notice.

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**PRINT YOUR NAME**

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**SIGN YOUR NAME ABOVE**

**DATE**