



Please return application to:
 Laura Miraz, Ph.D., SPHR
 Human Resources Officer
 P.O. Box 851 ■ Valley Forge, PA 19482-0851
 610.768.2051 ■ 610.768.2409 FAX
 Street Address: 588 North Gulph Road ■ King of Prussia, PA 19406
 E-mail: jobs@abhms.org
 www.abhms.org

APPLICATION FOR EMPLOYMENT

Do not complete this application form until you have read the instructions and information on page 5.

(PLEASE PRINT)

Position Applied For		Date of Application		
Last Name		First Name	Full Middle Name	
Address: Number	Street	City	State	Zip Code
Home Phone		Work Phone	E-Mail Address	

EDUCATION

Date available for employment:

Did you graduate from high school or complete a GED?

Yes No Where? _____

What is the highest degree earned? (Check one of the following)

High School Technical/Vocational
 Associates Degree Bachelors Degree
 Masters Degree Doctorate

What type of employment are you seeking?

Regular Full-Time Temporary Full-Time
 Regular Part-Time Temporary Part-Time

May we contact your present employer?
 Yes No

May we contact your former employers?
 Yes No

NAME AND LOCATION OF COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL	DEGREE EARNED	DATE RECEIVED	MAJOR SUBJECT	MINOR SUBJECT	COMMENTS

NAME AND LOCATION OF BUSINESS, TRADE, TECHNICAL OR VOCATIONAL SCHOOL	CERTIFICATE EARNED	DATE RECEIVED	SUBJECT	COMMENTS

Honors Received:

Employment Experience

Start with your **present** or **most recent** job. Indicate each promotional level of employment in a separate block - even if it was with the same company/agency. Provide a complete description of all qualifying experience. Account for all your time.

Employing Firm	Address	LENGTH OF EMPLOYMENT	
Position	Supervisor	Telephone #	From (MM/YY)
Major Duties:		% of Time	To (MM/YY)
1.			TOTAL (Yrs & Mo)
2.			
3.			
4.			Hrs/Week
5.			
Number of people you supervised:			Start Salary
Reason for leaving:			Last Salary

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LIST APPROPRIATE CERTIFICATES, REGISTRATIONS, OR OCCUPATIONAL LICENSES:

DESCRIPTION/NAME	NUMBER	EXPIRATION DATE
1.		
2.		
3.		

LIST VOLUNTEER AND UNPAID WORK EXPERIENCE RELEVANT TO THE POSITION YOU ARE APPLYING FOR:

Organization	
Type of Work	
Hours/Week	Length of Service
Organization	
Type of Work	
Hours/Week	Length of Service
Organization	
Type of Work	
Hours/Week	Length of Service
Organization	
Type of Work	
Hours/Week	Length of Service

PLEASE LIST SPECIAL SKILLS RELATED TO THE WORK FOR WHICH YOU ARE APPLYING.

American Baptist Personnel Services

I have an active profile on file. You have my permission to obtain a copy.

Yes No

Military Record

Have you even been on active duty in the armed forces of the United States?

No Yes, highest rank attained: _____

Branch of Military Service	Serial Number	Dates of Active Duty From (MM/DD/YY)	To (MM/DD/YY)

ASSOCIATE ACTIVITIES

List professional, trade, business, or civic activities and offices held.
You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, or disability or other protected status.

NON-EMPLOYER REFERENCES

Give name, address and telephone number of three (3) references who are not related to you and are not previous employers.

- 1.
- 2.
- 3.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment may be considered active for a period of time not to exceed six (6) months.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I understand that it is my responsibility to submit any changes in my availability or my address to the Human Resources Office in writing.

Signature of Applicant

Date

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

If you do not give complete information you may be removed from further consideration. To insure your application will be processed accurately, please complete the following:

1. Fill out a separate application form for each job, unless otherwise directed in the job announcement. Do not submit photocopies of your application form. An original is requested for each job you apply for unless otherwise directed in the announcement. Sign your application form on page four (4).

2. **Employment Experience Selection:** Be specific and complete. **Applications that are not completed will be removed from further consideration.**

- List each promotion as a separate job, even though it may have been with the same department or organization.
- If you need additional space, you may attach your own additional sheets; be sure to complete all the information that is requested on the application forms, i.e. employing firm, title, length of employment, total time, hours per week, etc.
- If the hours per week on a job vary, please use the average number of hours per week.
- In completing the Employment Experience section, include only paid experience; unpaid relevant experience should be listed on page three (3) under Volunteer and Unpaid Experience.

- Part-time paid work experience is prorated to the number of hours worked. Use a 40-hour work week as the standard for full-time.
2. To receive proper credit, list the five most important and/or time consuming duties and the percentage of time spent on **each** for each position.
 3. If you have a resume or other supporting materials, submit them with your application form.
 4. Applications received after the designated closing date will not be accepted.
 5. Your application and all supporting documents become property of American Baptist Home Mission Societies and cannot be returned. Work samples, letters of recommendation, placement folders, etc. should be submitted at the time of the application. To conserve file space, all such materials will be destroyed unless essential to determine your training and experience ratings. However, you may bring such material to an actual employment interview.
 6. The only adjustments you may make on your application form after the closing date are your name, address and telephone number.

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to departments where you may be considered for employment. Names of applicants and the applications become public when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position.

Private Data	Why we ask for it	Are you legally obligated to provide it?	What may happen if you don't provide it?
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause of rejecting an application.
E-Mail Address	To be able to contact you to determine availability for interview	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Street Address Route or Box Number	To be able to send you notices	Yes	Failure to provide information may be cause of rejecting an application
Telephone Number	To be able to contact you to determine availability for interview	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Racial/Ethnic, Disability Status	To provide compliance with Equal Opportunity requirements and provide compliance with American Disabilities Act	No	We will not be able to determine whether our selection process results in unfair discrimination.
Conviction Records	To determine whether we may legally accept an application from you and to determine whether your record may be a job-related conviction.	Yes	We will not be able to make determinations required by law.
Special Testing Procedures	To determine whether you need special training procedures	No	Nothing, except if you need test accommodations we don't know about it.

NAME (LAST, FIRST, MIDDLE)

TITLE OF POSITION

THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION

NOTE: The information requested below will be reviewed and retained in order to process your application. Check **Yes** or **No** to question one (1) and provide information requested.

1. Have you ever been convicted for a violation of the law OTHER THAN a minor traffic ticket(s)? ____ Yes ____ No
If yes, provide details. (Non-job related convictions do not disqualify you from employment.)

GENDER: Male _____ Female _____
Ethnicity (mark only one)
_____ 1. Caucasian, Euro-American
_____ 2. African-American
_____ 3. Hispanic/Latino
_____ 4. Asian or Pacific Islander
_____ 5. American Indian
_____ 6. Alaskan Native
_____ 7. Other, please specify
_____ 8. I do not wish to disclose this information.

2. Today's Date: _____

HOW DID YOU LEARN ABOUT THIS JOB?

- Private Employment Agency (name)
- Public Employment Agency (name)
- Newspaper (name)
- High School (name)
- College/Technical School (name)
- Walk-in
- Internet
- Announcement in professional journals, magazines (name)
- Contacted Human Resources
- Employee Referral (name)
- Other

AMERICAN BAPTIST HOME MISSION SOCIETIES IS AN EQUAL OPPORTUNITY EMPLOYER

Policy Statement

It is the official policy of American Baptist Home Mission Societies to provide equal employment opportunities for all qualified and qualifiable persons without regard to race, color, religious or political affiliations, gender, age, disability, arrest/conviction record, marital status, national origin, ancestry, or any other non-merit factors except where age, gender, religious affiliation or physical requirements constitute a bona fide occupational qualification. This policy is applicable to all phases of employment, including, but not limited to, job placement procedures, testing, training, layoff and recall, disciplinary action, termination, and all other personnel procedures. In short, all employment decisions will be made in order to further the principles of equal opportunity. Furthermore, hiring and promotional decisions will be made in accord with the principles of equal opportunity by imposing only valid requirements for hiring and promotional opportunities.

Please be advised that you may request needed accommodations for interviews, test, or demonstrations.