

**Application for Employment
with the
American Baptist Churches of Rhode Island**

PO Box 330, Exeter RI 02822
(401) 294-6318 or (800) 294-6318

Year –round ~ Part-time / Full-time Seasonal ~ _____

(Please print all information legibly)

Date: _____

Name in full: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Have you ever been known by another name? NO YES ~ Please list: _____

Home Phone: () _____ Cell phone: () _____

Required for seasonal applicants only. Gender M F

Will you have attained the age of 18 prior to June of the current year? YES NO

Position for which you are applying: _____

Should you choose to include a resume, please include it in lieu of completing related specifics within this application.

EMPLOYMENT HISTORY: (Please list most recent first)

Are you presently employed: YES NO

Present Employer: _____ Position: _____

Phone: () _____ Dates: _____

May we contact this employer as part of your application process with us? YES NO

Past Employer (1): _____ Position: _____

Dates Employed: _____ Reason for leaving: _____

May we contact this employer as part of your application process with us? YES NO

Past Employer (2): _____ Position: _____

Dates Employed: _____ Reason for leaving: _____

May we contact this employer as part of your application process with us? YES NO

EDUCATION

Do you have a High School Diploma or Equivalent? ___Yes ___No

College Attended: _____

Degrees Completed: _____ Date Received: _____

List any other formal or specialized training or education: _____

List any certifications relevant to the position for which you are applying: _____

Do you have any talent, additional special ability or training that would be an asset to your employment with ABCORI in light of the position for which you are applying? ___Yes ___ No

If yes, please elaborate: _____

CHURCH/RELIGIOUS AFFILIATION

Please indicate church(es) you have been a member of, or affiliated with, in the past 5 years:

1. Church Name: (current)

Address: _____ City: _____ State: _____

Phone: () _____ Pastor’s Name: _____

2. Church Name: (former)

Address: _____ City: _____ State: _____

Phone: () _____ Pastor’s Name: _____

FAITH & MISSION

As an American Baptist organization, it is important that our employees support our mission to *“promote the cooperation of Baptists in Rhode Island with other Christian believers, looking toward a greater unity in Christ’s Body, the Church.”* Our desire is to encourage others in their faith in God and foster a sense of community among one another, regardless of religious affiliation. In light of this please share your thoughts on how you would you incorporate your faith into supporting the Christian ideals at Canonicus. _____

Please share in brief, your own faith journey and how your faith will support you in your employment with us. _____

REFERENCES

Please list the name, address, and phone number of three people we may contact as references. Include both personal and professional.

Name: _____ Phone: () _____

E-Mail: _____

Relationship to/with you: _____

Name: _____ Phone: () _____

E-Mail: _____

Relationship to/with you: _____

Name: _____ Phone: () _____

E-Mail: _____

Relationship to/with you: _____

OTHER – Please attach any additional information that you feel would be helpful in support of this application.

WAIVER

I authorize the further check of any and all statements contained in this application, supporting papers, or interviews that the employer deems necessary, including without limitation, criminal arrest and conviction record checks, reference checks, and the release of investigatory information possessed by any state, local, or federal agency. I also authorize any person, school, law enforcement agency, current employer, past employers, and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I hereby declare that the information provided by me in this application for employment is accurate and complete to the best of my knowledge. I understand any falsification or misrepresentation in this application is cause for discharge.

I understand that the following procedures will be implemented once my application is received:

- Within 5 business days I will receive by email or phone, a confirmation that my cover letter and application have been received.
- My application will be reviewed and given full consideration by the Director.
- I will be contacted to schedule an interview should the initial information provided within my application be a suitable match for the position.

I have read, understand, and by my signature consent to these statements.
(Electronic signature acceptable.)

SIGNATURE: _____ DATE: _____

Please include a cover letter to accompany this application.

Please **email** all application information, along with your cover letter, to:

Liz@abcori.org

Or mail to:

Liz Lussier, Director of Administration
American Baptist Churches of Rhode Island
PO Box 330
Exeter, RI 02822

Phone: (401) 294-6318 or (800) 294-6318

Fax: (401) 294-7780