Brotherhood Auto Aid
sharing makes a difference

PO Box 337
Montezuma KS 67867

Phone: 620-846-2287
Email: membersupport@baa.faith

APPLICATION FOR EMPLOYMENT

Date of application

_____

First Name

_____

Middle Initial

_____

Last Name

_____

Address

_____

City

_____

State

_____

Zip

_____

Cell Phone

_____

Home Phone (optional)

_____

Email

_____

Gender

☐ M ☐ F

Date of Birth

_____

Number of dependents

_____

Marital status

_____

Congregation of church membership

_____

Desired pay range (hourly)

_____

Are you currently employed?

☐ Y ☐ N

Available Start Date

_____

Level of education

_____

Any specialized training, trade school, degrees, etc.?

_____

Please list your areas of highest proficiency, special skills, or other items that may contribute to your abilities to perform the position you are applying for.

_____

_____

_____

_____

_____

_____

_____

On a scale of 1 to 10, please rate yourself in the following areas with 1 being the lowest and 10 being the highest.

Proficiency with Microsoft Word	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Proficiency with Microsoft Excel	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Proficiency with Microsoft Outlook	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Proficiency with Microsoft Teams	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Proficiency with FileCenter	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Touch typing skill	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Touch number key pad skill	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Ability to work as a team member	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Ability to work independently	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Ability to avoid being distracted	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Comfortable speaking on the phone	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
OK with confrontation when necessary	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10
Comfortable with new technology	☐1	☐2	☐3	☐4	☐5	☐6	☐7	☐8	☐9	☐10

References (other than employers) – please list at least two. Examples: pastor, teacher, mentor, house parent, youth leader, etc.

Name   Relationship   Telephone

_____   _____   _____

Name   Relationship   Telephone

_____   _____   _____

Name   Relationship   Telephone

_____   _____   _____

Previous Employment – Please list beginning from current employment or most recent.

Start Date   End Date   Company Name   Location

_____   _____   _____   _____

Your Role or Title   Manager's Name   Company Phone   Manager's Cell Phone

_____   _____   _____   _____

Job notes, tasks performed, and reason for leaving

_____
_____
_____
_____
_____

Start Date   End Date   Company Name   Location

_____   _____   _____   _____

Your Role or Title   Manager's Name   Company Phone   Manager's Cell Phone

_____   _____   _____   _____

Job notes, tasks performed, and reason for leaving

_____
_____
_____
_____
_____

Start Date   End Date   Company Name   Location

_____   _____   _____   _____

Your Role or Title   Manager's Name   Company Phone   Manager's Cell Phone

_____   _____   _____   _____

Job notes, tasks performed, and reason for leaving

_____
_____
_____
_____
_____