

# Bethany Press International

## EMPLOYMENT APPLICATION

FOR EMPLOYMENT CONSIDERATION, PLEASE FILL THIS APPLICATION OUT IN ITS ENTIRETY. IN THE EVENT YOU ARE HIRED, ANY FALSE OR MISLEADING STATEMENTS ON THIS APPLICATION MAY BE GROUNDS FOR IMMEDIATE DISMISSAL. THIS APPLICATION WILL BE ACTIVE FOR 30 DAYS FROM THE DATE OF COMPLETION BY THE APPLICANT. AFTER THAT TIME A NEW APPLICATION WILL NEED TO BE COMPLETED TO BE CONSIDERED FOR EMPLOYMENT.

### PERSONAL

Last Name	First Name	Initial	
Other Name Known By			Home Telephone # ( )
Address			Business or Message # ( )
Position Applying For	Referred By	Salary Desired	

Have you ever interviewed with BPI, it's Parent, or its Divisions before?

Yes  No

If yes, list date(s), job title(s) & location(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been employed by BPI or its Divisions before?

Yes  No

If yes, list date(s), job title(s) & location(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any relatives employed by BPI or its Divisions?

Yes  No

If yes, list date(s), job title(s) & location(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you at least 18 years old?  Yes  No

### EDUCATION

**Circle Highest Grade Completed:**

High School	9	10	11	12
College, Trade or Business	1	2	3	4
Graduate Studies	_____			

School	Dates Attended	Address	Major	Degrees\Cert
High School				
College/University				
Vocational, Business, Other				

Other Special Knowledge, Skills or Qualifications, i.e.: software proficiencies, professional training, or other relevant knowledge or skills:

## EMPLOYMENT HISTORY

List the past 3 employments **starting with the most recent position**. Please complete even if you have submitted or will submit a resume.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			
<b>Employer #2</b>			
Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			
<b>Employer #3</b>			
Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

**Please check the appropriate box.**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| Yes                      | No                       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | May we contact your current employer for references?   |
| <input type="checkbox"/> | <input type="checkbox"/> | An offer of employment may be contingent upon a company paid medical exam, is this acceptable to you?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you require any additional accommodation in order to correctly perform the job you are applying for?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a crime, other than minor traffic violation? If yes, please explain.<br>(A yes response does not automatically disqualify your application.) |

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List the names of three “personal references” you would encourage us to contact:

Name	Address	Phone	Relationship

Please read the following Vision and Values statements . Are you willing to work diligently towards fulfilling them here at Bethany?

Yes No

### **VISION STATEMENT**

Bethany Press exists to delight God’s heart and extend His kingdom by becoming the largest revenue source for Bethany International and the most respected & sought after solutions provider for the distribution of the Christian message.

### **CORE VALUES**

#### **INTEGRITY**

We seek to conduct ourselves truthfully in a manner that honors Christ & others. We strive to earn trust by doing what we say; to act justly; to place right action before image.

#### **EXCELLENCE**

We aim for superior and continually improving performance in all we do. This is accomplished by: the best people, the best methods, and the best use of resources possible.

#### **RELATIONSHIPS**

We believe in the power of mutually beneficial relationships. Therefore we endeavor to: invest in the development of others, achieve open and honest communication, respect the value and contribution of each individual, & treat others how we want to be treated.

#### **INNOVATION**

We believe that innovation is creativity that leads to new opportunities or increased effectiveness. We endeavor to: create an environment that is receptive to ideas & creative endeavors, stimulate & encourage innovation in our people, support & empower with resources to implement innovative ideas.

## CERTIFICATION & AUTHORIZATION

I understand that Bethany Press International, is equal opportunity employer. in that all qualified applicants will be considered without regard to race, color, sex, national origin, marital status, ancestry, citizenship, veteran status or disability.

I certify that the information I have given is true and correct. I understand that, in the event of my employment by BPI, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

*I authorize BPI or it's agent to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.* I hereby give my consent to any former employer to provide employment-related information about me to BPI and will hold BPI and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I understand that nothing in this employment application, the granting of an interview or my possible subsequent employment with BPI is intended to create an employment contract between myself and the BPI under which my employment could be terminated only for cause. **On the contrary, I understand and agree that, if hired, my employment will be terminable “at will” and may be terminated by the BPI or by me at any time with or without cause. I understand that no Bethany employee has any authority to enter into any agreement regarding my employment except the President of BPI.**

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

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Signature

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Date