

**Job Title: Maintenance Technician Non-Exempt | Part-Time**

**Reports to: Minister of Music & Education Effective Date: June 3, 2024**

**Job Summary:**

The Maintenance Technician is responsible for ensuring all areas of the church and all projects are in good repair and maintain a safe environment and professional appearance. The Maintenance Technician works in a manner that is consistent with the mission and guiding principles of the church.

**The position is connected to the faith and ministry of the church and moves forward the vision of First Baptist Church Huntingdon.**

**Basic Personal Responsibilities:**

* Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and public worship.
* Maintain proper priorities in your home with your spouse and children, if married.
* Develop personal evangelism opportunities within and outside the church.
* Contribute to a collegial, team-oriented work environment.
* Perform other duties as assigned by the Senior Pastor or Minister of Music & Education

**Duties/Responsibilities:**

* Performs routine maintenance on the building’s interior and exterior as well as all church grounds and equipment
* Additional interior duties include but are not limited to electrical, plumbing, and light construction type work. All repairs are to be performed within the requirements of current building codes
* Maintains schedule of when maintenance has been performed and when the next service is due
* May oversee and coordinate with independent contractors, vendors, cleaning, HVAC, etc.
* Manage HVAC controls/equipment for the facility to keep the climate control functioning properly
* Assist with setup/breakdown of church functions as needed
* Works in a safe manner and recognizes unsafe situations. Take appropriate action to ensure safety of themselves and others
* Ability to competently use and maintain all equipment and tools needed to perform any required tasks
* Perform other duties as assigned

**Required Skills/Abilities:**

* Technical capacity
* Detail-oriented and self-starter
* Excellent communication skills
* Able to multitask
* Excellent customer service skills
* Maintain knowledge of current building codes, techniques, and practices
* Ability to work alone and/or with group(s)

**Education and Experience:**

* High school diploma or equivalent
* Experience and competency in performance maintenance work in similar type of environment (electrical, plumbing, construction, etc.)

**Physical Requirements:**

* Will be required to sit, stand, climb, climb stairs/ladders, balance, stoop, crawl, crouch, talk and hear for either extended or short amounts of time as needed
* Must be able to move or lift up to fifty (50) pounds
* Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus

**FBC MAINTENANCE TECHNICIAN APPLICATION**

Please fill out this form and return it to the church office c/o Jacob Harris.

**I. Personal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City,State,Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Numbers: (H) \_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_

 (C) \_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_

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

**II. Ministry Interests & Objectives**

Why are you applying for this position? What interests you about Maintenance at FBC Huntingdon? What do you hope to contribute in this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What do you consider to be the strengths that you would bring to Maintenance at FBC? What are some areas of weakness that you will hope to improve upon? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List any special skills, training or knowledge you have for this position and any other achievements you would like considered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**III. Educational Background**

1. High School attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduated? Yes No (circle one)

1. Trade School/College/University attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree (seeking or completed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Certifications:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Employment History**

Please complete the following about your employment history even if you think the question does not relate to the position you seek.

**Current or Last Employer**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_ May we contact this employer? Yes No (circle one)

Dates of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe duties, responsibilities and important accomplishments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Next Previous Employer**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_ May we contact this employer? Yes No (circle one)

Dates of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe duties, responsibilities and important accomplishments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please include any additional positions/comments you would like to make on a separate sheet.

**Acknowledgment:**

All Maintenance Technicians of FBC, Huntingdon are at-will employees, as such, are free to resign at any time without reason. FBC, Huntingdon likewise, retains the right to terminate a Maintenance Technician’s assignment at any time with or without reason or notice.

I have read and received a copy of the job description. I understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by Maintenance Technicians and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of Maintenance Technicians so classified. Therefore, the individual may perform other related tasks under the direction of the Minister of Music or Senior Pastor.

I authorize investigation of all statements contained in this application and on my resume, if provided. I certify that all such statements are true and understand that misrepresentation or omission of facts called for in this form, or on any resume provided by me, is cause for termination of employment without notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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Printed Name

**FBC HUNTINGDON MAINTENANCE TECHNICIAN RECOMMENDATION FORM (1 of 3)**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The person named above is applying for a Maintenance Technician position at First Baptist Church Huntingdon, TN. The applicant has been instructed to submit three recommendations. No single recommendation will determine the applicant’s suitability for this ministry position. Please complete this form to the best of your knowledge.

The Maintenance Technician is responsible for ensuring all areas of the church and all projects are in good repair and maintain a safe environment and professional appearance. The Maintenance Technician works in a manner that is consistent with the mission and guiding principles of the church. This ministry is intensive and offers a supportive Christian community, but can be demanding. It will require the best of the individual Maintenance Technician’s resources and abilities to perform the job responsibilities. All recommendations are held strictly confidential and your personal comments are appreciated.

**Please return this reference within one week of receipt by email to jbkbharris@gmail.com, or by fax to 731-986-4441, or by mail to 108 Church St, Huntingdon, TN 38344, c/o Jacob Harris.**

A. How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. How well do you know the applicant? Slightly: \_\_\_\_\_\_\_\_\_ Fairly well: \_\_\_\_\_\_\_\_\_ Very well: \_\_\_\_\_\_\_\_\_

C. What is your relationship to the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Please rate the applicant according to the following criteria by circling the applicable rating for each category and commenting, if needed, in the space provided.

1= Excellent 2= Good 3= Satisfactory 4=Fair 5=Poor U=Unknown

1 2 3 4 5 U – Spiritual Maturity: The demonstration of a growing relationship in Christ that includes an understanding of basic Christian beliefs and a life that reflects those beliefs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1 2 3 4 5 U – Reliability: The degree to which the applicant finishes what he/she starts, is dependable, consistent, prompt, effective, and resourceful.

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1 2 3 4 5 U – Leadership: The ability to envision goals; engage others; to coordinate and lead activities; to take action; and decision-making.

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1 2 3 4 5 U – Teamwork: The ability to participate actively as a team member and to follow, encourage, support and respect established leadership.

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1 2 3 4 5 U – Emotional Stability : The directions and control of emotional responses in various situations, general disposition, ease of manner, and predictability.

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1 2 3 4 5 U – Personal Maturity : The integrity, thoughtfulness, accuracy of perception, judgment, common sense; his/her self - awareness of strengths and weaknesses.

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1 2 3 4 5 U – Social Sensitivity : The ability to be sensitive, understanding to other’s feelings and reactions, and ability to make effective, insightful responses.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1 2 3 4 5 U – Communication : The ability to grasp ideas; to read, speak and write effectively; to listen and to convey understanding to others.

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1 2 3 4 5 U – Motivation for Ministry : The desire to serve God; his/her love for the church and grace for fellow Christians; humility, and response to challenge through the Maintenance of the Church building and grounds..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1 2 3 4 5 U – Skills: The ability to serve God through his/her skills and knowledge of maintenance and upkeep of the Church building, interior and exterior; make repairs to equipment; oversee services which provide a functional and comfortable space for the occupants.

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H. Please indicate the strength of your recommendation of the applicant by checking one:

[ ]I highly recommend [ ]I recommend [ ]I recommend w/reservations [ ]I do not recommend

Please include any additional comments you would like to make on a separate sheet.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**FBC HUNTINGDON MAINTENANCE TECHNICIAN RECOMMENDATION FORM (2 of 3)**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The person named above is applying for a Maintenance Technician position at First Baptist Church Huntingdon, TN. The applicant has been instructed to submit three recommendations. No single recommendation will determine the applicant’s suitability for this ministry position. Please complete this form to the best of your knowledge.

The Maintenance Technician is responsible for ensuring all areas of the church and all projects are in good repair and maintain a safe environment and professional appearance. The Maintenance Technician works in a manner that is consistent with the mission and guiding principles of the church. This ministry is intensive and offers a supportive Christian community, but can be demanding. It will require the best of the individual Maintenance Technician’s resources and abilities to perform the job responsibilities. All recommendations are held strictly confidential and your personal comments are appreciated.

**Please return this reference within one week of receipt by email to jbkbharris@gmail.com, or by fax to 731-986-4441, or by mail to 108 Church St, Huntingdon, TN 38344, c/o Jacob Harris.**

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B. How well do you know the applicant? Slightly: \_\_\_\_\_\_\_\_\_ Fairly well: \_\_\_\_\_\_\_\_\_ Very well: \_\_\_\_\_\_\_\_\_

C. What is your relationship to the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Please rate the applicant according to the following criteria by circling the applicable rating for each category and commenting, if needed, in the space provided.

1= Excellent 2= Good 3= Satisfactory 4=Fair 5=Poor U=Unknown

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1 2 3 4 5 U – Reliability: The degree to which the applicant finishes what he/she starts, is dependable, consistent, prompt, effective, and resourceful.

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1 2 3 4 5 U – Emotional Stability : The directions and control of emotional responses in various situations, general disposition, ease of manner, and predictability.

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H. Please indicate the strength of your recommendation of the applicant by checking one:

[ ]I highly recommend [ ]I recommend [ ]I recommend w/reservations [ ]I do not recommend

Please include any additional comments you would like to make on a separate sheet.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**FBC HUNTINGDON MAINTENANCE TECHNICIAN RECOMMENDATION FORM (3 of 3)**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The person named above is applying for a Maintenance Technician position at First Baptist Church Huntingdon, TN. The applicant has been instructed to submit three recommendations. No single recommendation will determine the applicant’s suitability for this ministry position. Please complete this form to the best of your knowledge.

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C. What is your relationship to the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Please rate the applicant according to the following criteria by circling the applicable rating for each category and commenting, if needed, in the space provided.

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Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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