



APPLICATION FOR EMPLOYMENT

LAKES CHURCH

FIRST BAPTIST CHURCH AT THE MALL, INC.

Applications are received and employees are hired without regard to race, creed, color, sex, national origin, marital status, physical or mental handicap, veteran’s status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

While completing this application, if you find it necessary to provide additional comment or explanations to questions asked, please attach addition sheets of paper. **PLEASE PRINT OR TYPE ALL INFORMATION!**

PERSONAL INFORMATION

Date Prepared _____

Name _____

Present Address _____ Phone _____

How long have you lived at above address? _____ Email _____

Previous Address _____ How long did you live there? _____

Are you over the age of 18? ___ Yes ___ No. If no, employment is subject to verification that you are of minimum legal age

Are you a citizen of the United States or legally authorized to work in the United States? ___ Yes ___ No

EMPLOYMENT INFORMATION

Position applying for _____ Date Available for work _____

Salary/Hourly expectations? _____

Type of employment: _____ Full Time _____ Part Time _____ Temporary

What days and hours if part time? S M T W TH F S Hours: _____

Have you ever applied for a job with Lakes before? ___ Yes ___ No

Have you ever worked a bonded position? ___ Yes ___ No

Have you ever been refused a bond while working a position? ___ Yes ___ No If yes, please state reason and date _____

Have you ever been convicted of any crime other than a minor traffic violation? ___ Yes ___ No (a criminal conviction will not necessarily disqualify you from employment unless it is job related)

If yes, please state date, court and place where offense occurred and any other factors you feel should be considered:

Have you ever been discharged or requested to resign from a position? ____ Yes ____ No

If yes, please explain:

Does your present employer know of your plans to change employment: ____ Yes ____ No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? ____ Yes ____ No

How much time have you lost from working during this past year? _____

Would you have steady transportation to work? ____ Yes ____ No

Do you have any personal responsibilities or problems that may affect your daily attendance? ____ Yes ____ No

If yes, please explain:

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with Lakes?

EDUCATION INFORMATION

Schooling	Years completed	Degree	Name of School	Location	Did you Graduate
High School					
Trade Business					
College					
Graduate School					

Describe any other specialized or professional training (such as computers, ect). If you are presently enrolled in school, what are you studying? _____

CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

Current Church _____ Dates Attended _____ City/State _____ Phone # _____

Previous Church _____ Dates Attended _____ City/State _____ Phone # _____

Previous Church _____ Dates Attended _____ City/State _____ Phone # _____

PRIOR WORK RECORD (Start with most recent or present employer)

1. Name of Employer: _____ Phone: _____

Address _____

Name & Position of supervisor: _____ Date of Employment: From _____ To _____

Position & Title held: _____ Starting Rate: _____

Describe Your Duties: _____ Ending Rate: _____

Reason for Leaving: _____

2. Name of Employer: _____ Phone: _____

Address _____

Name & Position of supervisor: _____ Date of Employment: From _____ To _____

Position & Title held: _____ Starting Rate: _____

Describe Your Duties: _____ Ending Rate: _____

Reason for Leaving: _____

3. Name of Employer: _____ Phone: _____

Address _____

Name & Position of supervisor: _____ Date of Employment: From _____ To _____

Position & Title held: _____ Starting Rate: _____

Describe Your Duties: _____ Ending Rate: _____

Reason for Leaving: _____

May we contact employers listed above? _____

If not, indicate by Number which one(s) you do not wish us to contact: _____

PERSONAL REFERENCES

(Do not list relatives or previous supervisors)

Name: _____ Phone: _____ Years Known: _____

Name: _____ Phone: _____ Years Known: _____

Name: _____ Phone: _____ Years Known: _____

QUESTIONS

Please answer the following questions. You may use additional sheets for explanations if necessary. The information on this application will not be disclosed to unauthorized persons.

		Yes	No
1.	<i>As a church preschool, children, youth worker, teacher or administration of youth, do you agree to observe all guidelines and policies regarding working with preschoolers, children or youth?</i>		
2.	<i>Have you ever been convicted of a criminal offense (felony or misdemeanor except for minor traffic violation)? You will need to answer "Yes" if you have entered into a plea agreement including intervention, adjudication withheld or a plea of nolo contendere, in connection with any criminal charge. If you have been convicted of such an offense, please attach a statement or explanation, including the nature of the offense, date, court where conviction occurred, penalty imposed, and other relevant information.</i>		
3.	<i>Have you knowledge that you have ever been charged with a sexual offense, a crime relating to children or a crime of violence?</i>		
4.	<i>Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances, and names and address of the entity receiving the reports.</i>		
5.	<i>Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other religious organization? If so, please describe the circumstances, and provide the name and address of the church, school, denomination or religious organization involved.</i>		
6.	<i>Have you ever been disciplined or dismissed from employment or a volunteer position by an employer, including charitable or religious organizations or schools. Have you ever been accused or investigated by a charitable or religious organization or school, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer/volunteer coordinator and agency.</i>		
7.	<i>Have you ever been the subject of a civil lawsuit, or an investigation or allegation of or involving sexual misconduct, sexual harassment or other immoral behavior or conduct? If so, please describe the circumstances and provide the name and address of where the lawsuit, investigation, or allegation arose or occurred.</i>		
8.	<i>Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar service?</i>		

9.	<i>Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children? If so, please describe the circumstances, and provide the name and address of the employer, church or organization with which you and/or the children were associated at the time of the accident.</i>		
10.	<i>Is there any investigation, review, or disciplinary action pending by any governmental or law enforcement agency, employer, organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence or misconduct involving children?</i>		
11.	<i>Do you use illegal drugs? If so, please explain</i>		
12.	<i>Have you ever been a defendant in a civil action for intentional tort, including but not limited to, assault or battery? If so, please describe what happened, the date and the disposition.</i>		

Name of Church of which you are _____ Currently a member _____ Most recently a member

Church Name: _____ Address: _____

If a member of our church, how long have you been attending Lakes Church? _____ Years _____ Months

List other churches you have attended over the past 5 years?

Church Name	Area Code/Phone Number	Contact Person	Years

List previous work (Church and non church) involving children and/or youth.

Church/Program Name	Location	Type of Work	Contact Person/Supervisor	Area Code/Phone Number

List any gifts, callings, skills, training, education or other factors that may have prepared you for work with preschoolers, children and /or youth.

APPLICANT’S STATMENT – READ CAREFULLY!

The facts set forth in my application for employment are true and complete. I understand that if employed, false or misleading statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigations on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at Lakes is “at will”, and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on my and I consent to any such check.

I understand that as a religious entity, Lakes Church & Academy, reserves the right to hire only those who agree and cooperate with our statement of faith and beliefs.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches and all references, and any other persons or organizations. Wheater or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature: _____ Date: _____

Additional Information:
