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Employment Application

Applicant Information

Full Name: _____ **Date:** _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ **Email** _____

In case of emergency contact _____
Name Address Phone

Desired Wage: \$ _____ **Full Time or Part Time:** _____ **Position Applying For:** _____

Available: Year Round School Year Summer **Date Available:** _____ to _____

Hours Available: M _____ T _____ W _____ TH _____ F _____

Position Applied for: _____

Are you a citizen of the United States? YES NO **If no, are you authorized to work in the U.S.?** YES NO

Have you ever been convicted of a felony? YES NO _____

If yes, explain: _____

Driver's License # _____ **State** _____ **Expiration Date** _____

Restrictions _____ **List any traffic violations (date, type)** _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Major : _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list references of people who have observed you at work/school, working with children, in a church or ministry setting, and one of your choice. References should be people who can furnish information about your performance, but not be relatives or close friends.

Work/School (Supervisor, Teacher, Co-worker)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____ Address: _____

Working with Children (Parents of children cared for, co-workers, etc)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____ Address: _____

Church/Ministry Organization (Pastor, Youth Director, Ministry Director, etc)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____ Address: _____

Other

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____ Address: _____

Previous Employment

Please list 3 most recent employers

Reference 1

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Reference 2

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Reference 3

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Please explain any gaps in employment. Use additional paper if needed.

Childcare Experience

Please add information regarding your childcare experience that may not be indicated above. Please indicate experience caring for children other than your own. Please include dates, ages of children, and responsibilities.

Spiritual Life

Do you have a church you now attend? YES NO Name: _____

Location: _____ Denomination: _____

How often do you attend? 3-4 times per month monthly occasionally

Ministry Participation/Spiritual Growth/ Volunteer/ Leadership

Name of Church or Organization _____ Dates: _____

Description of Duties/Participation _____

Name of Church or Organization _____ Dates: _____

Description of Duties/Participation _____

Name of Church or Organization _____ Dates: _____

Description of Duties/Participation _____

Statement of Faith

Please write a brief statement of faith. In your own words, please write your beliefs about Jesus Christ, including his birth, life, death, and resurrection. Also include how you came to know Christ and what he means to you today.

Additional Information

An application cannot always summarize your background thoroughly, please write in the space below any information necessary to describe your full qualifications and why you are interested in working at Good News Children's Center.

Disclaimer and Signature

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and/or receive benefits only through the day of release.

I authorize those who know me and have knowledge regarding my testimony and work record. I voluntarily consent to allow Good News Church or any of their representatives or agents to check my references by contacting any persons, company or governmental entity they deem to be an appropriate reference. I understand the reference questions may pertain to my personal or educational background, work experience, character and behavior. I hereby release the center and church, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the church and/or center.

Since I will be working with children, I understand that I must submit to an Abuse and Neglect Screening through the State of South Dakota Division of Criminal Investigation, and possibly other state and federal authorities. I understand and agree that any offer of employment that I may receive from Good News is conditioned upon the receipt of background information, including criminal background information. The center may refuse employment or terminate conditional employment if it deems any background information unfavorable or that it could reflect adversely on the center or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature: _____ Date: _____