



**EMPLOYMENT HISTORY** (List present or most recent employer first)

<b>COMPANY</b>		<b>SALARY</b>		<b>DATES</b>	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
<b>COMPANY</b>		<b>SALARY</b>		<b>DATES</b>	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
<b>COMPANY</b>		<b>SALARY</b>		<b>SALARY</b>	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
<b>COMPANY</b>		<b>SALARY</b>		<b>DATES</b>	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			

**EDUCATION** (List most recent educational experience first)

***EDUCATION AND TRAINING LEVELS ARE RELEVANT FOR EMPLOYMENT  
ONLY TO THE EXTENT ALLOWED BY LAW***

<b>NO. OF YEARS</b>	<b>SCHOOL NAME</b>	<b>CITY/STATE</b>	<b>DID YOU GRADUATE?</b>	<b>MAJOR COURSE/DEGREE</b>

**BACKGROUND INFORMATION**

1. Are you legally eligible for employment in the US?

YES  NO

*\*Proof of citizenship or immigration status will be required upon employment.*

2. Have you ever been arrested, charged, indicted, convicted or placed on regular or deferred probation for any crime other than a traffic ticket?

YES  NO

If yes, please explain \_\_\_\_\_

3. Are you currently under indictment for any crime other than a traffic ticket?

YES  NO

If yes, please explain \_\_\_\_\_

4. Are you currently on probation (regular or deferred) for any crime other than a traffic ticket?

YES  NO

If yes, please explain \_\_\_\_\_

5. Have you been arrested for, charged with, under regular probation or deferred adjudication for, or convicted of a felony or misdemeanor crime of moral turpitude?

YES  NO

*(Crimes of moral turpitude include fraud, theft and dishonesty)*

An affirmative answer does not necessarily disqualify applicant from employment.

If yes, please explain \_\_\_\_\_

6. Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?

YES  NO      If yes, please attach a statement or explanation, including nature of offense, date, and any other relevant information.

7. Are you required to register as a sex-offender?

YES  NO

8. Have you ever been the subject of a civil lawsuit involving, or an investigation or allegation of, sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children?

YES  NO      If yes, please attach a statement describing the circumstances and relevant facts.

9. Do you have any investigation, review, or disciplinary action pending by an employer, organization in which you volunteered, or professional association for sexual misconduct, violence, or misconduct involving children?

YES  NO      If yes, please attach a statement describing the circumstances and relevant facts.

10. Were you a victim of abuse or molestation while a minor? (If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence rather than answering it on this form. Answering yes or failing to answer will not automatically disqualify an applicant.)

YES  NO

11. Are you at least 18 years of age?

YES  NO

12. Contact person for notification in case of emergency \_\_\_\_\_

13. Telephone number and relationship to you \_\_\_\_\_

14. If hired, when would you be available? \_\_\_\_\_

15. Are there any days/hours you would not be available to work? \_\_\_\_\_

16. Have you previously worked for Trinity Church, Christian Academy or  
Preschool?

(If yes, give dates) \_\_\_\_\_

17. Do you have any friends or relatives employed by Trinity Church, Christian  
Academy or Preschool?

(If yes, please list) \_\_\_\_\_

18. Who referred you to us? \_\_\_\_\_

19. Do you have any other skills?

YES  NO

If yes, please list \_\_\_\_\_

20. Is there anything in your background that may prevent your employment?

YES  NO

If yes, please list \_\_\_\_\_

**CHURCH ACTIVITY**

Name of church where you are currently a member: \_\_\_\_\_

If a member of Trinity Church how long have you been attending? \_\_\_\_\_

List other churches you have attended over the past five years:

Church Name	Telephone Number	Contact Person	Years Attended

List previous work (church and non-church) involving children or youth:

Organization	Telephone Number	Contact Person	Type of Work

**PERSONAL REFERENCES**

PLEASE PROVIDE AT LEAST FOUR PERSONAL CHARACTER REFERENCES FOR US TO CONTACT IN ADDITION TO YOUR EMPLOYMENT REFERENCES.

Name	Telephone Number & Address	Relationship to You

## **APPLICANT STATEMENT**

### ***PLEASE READ CAREFULLY BEFORE SIGNING***

I hereby authorize you to contact any references or organizations listed in this Application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this Application by Trinity Church, Christian Academy and Preschool, I release Trinity Church, Christian Academy and Preschool, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I understand and agree that if I am offered conditional employment with Trinity Church, Christian Academy and Preschool, my appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits and operating policies.

I agree that if I am employed by Trinity Church, Christian Academy and Preschool, in the future a potential employer may contact the Church or its representatives concerning my work record and my work performance while employed at the Church. I hereby consent to and authorize persons employed by the Church to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work and/or performance of my job while employed at the Church.

I agree to a medical examination or inquiry, if requested, if I receive a conditional offer of employment, including the analysis for the detection of the use of illegal drugs or controlled substances. I understand that testing positive for drugs or controlled substances could prevent my employment or continued employment by the Church.

I understand and agree that in the performance of my duties as an employee of Trinity Church, Christian Academy and Preschool, or after I leave the Church, that I must hold in confidence any and all information that I come in contact with regarding Trinity Church, Christian Academy and Preschool and its business.

I understand and agree that it is critical to the mission and ministry of Trinity Church, Christian Academy and Preschool that all employees conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Trinity Church, Christian Academy and Preschool's Child Care Manual Policies and Procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on this Application or any supplement thereto, or any false statements made to the representative(s) of Trinity Church, Christian Academy and Preschool during the interview process will be sufficient grounds for not hiring me or immediately discharging me, no matter when discovered.

I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE FOREGOING "APPLICANT STATEMENT" AND FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS APPLICATION SHALL BE AS VALID AS THE ORIGINAL.

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