

Application for Employment

WHITESBURG BAPTIST CHURCH

Whitesburg Baptist Church
6806 Whitesburg Drive
Huntsville, AL 35802
(256) 881-0952

Confidential Information (when completed) Read Carefully

This Document contains confidential information that may be reviewed only by any person or committee having authority to make personnel decisions. No other person is authorized to review this document. Persons who review, duplicate, distribute, or disclose any portion of this document without authorization may face one or more of the following consequences: (1) Termination of employment, if an employee. (2) Dismissal from any official position with in the Church, if a volunteer. (3) Possible criminal liability. (4) Possible civil liability.

Name of Applicant _____ Date _____

Position(s) Desired _____

FOR CHURCH USE ONLY Reference Follow-up

Telephone Interview
Date Called Form Completed

	Date Called	Form Completed
Current or Last Employer / Volunteer Agency 1	_____	_____
Employer / Volunteer Agency 2	_____	_____
Employer / Volunteer Agency 3	_____	_____
Personal Reference 1	_____	_____
Personal Reference 2	_____	_____

Interviewed By _____ Date _____

Hired Yes No Position _____

This position involves working with minors (under 18 years old) Yes No

PERSONAL:

Name _____ Date of Birth _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Social Security Number _____

Name / Phone No. of emergency contact _____

Are you a member of Whitesburg Baptist Church? Yes No If yes, how long? _____

Are you a Christian? Yes No If yes, give date of salvation experience _____

Have you been scripturally baptized? Yes No If yes, give date of baptism _____

Type of work you are applying for: Full time _____ Part time _____ Temporary _____

What hours are you available to work? _____

Salary desired _____ Will you work overtime? Yes No

Do you have reliable transportation? Yes No

Is there any type of work which your physical condition prohibits or which a doctor has advised you not to perform?
If so, please explain _____

Have you ever participated in, or been accused, convicted or pleaded guilty or no contest to physical abuse or any sexual misconduct? Yes No
If yes, please explain _____

Have you ever been convicted of or pleaded guilty or no contest to any criminal offense of any kind?
 Yes No If yes, please explain _____

EDUCATION:

Circle the highest grade completed: 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

List all schools beginning with high school:

School	City/ State	Dates Attended	Graduate?	Degree/Major
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

SOFTWARE KNOWLEDGE: (Check appropriate box)

TRAINING AND EXPERIENCE:

Software	Never Used	Beginner	Intermediate	Advanced
MS Word				
MS Excel				
MS Access				
MS Outlook				
MS Powerpoint				
Internet				
Adobe InDesign				
Adobe Photoshop				
Adobe Illustrator				
Other				

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

PERSONAL REFERENCES:

List below two personal references who are well acquainted with you. Do not list relatives.

Name		
Address		
City		
State, Zip		
Telephone		

EMPLOYMENT HISTORY: (List first any employment where you worked with minors)

1. Company Name	Address	Phone Number
Dates of Employment From _____ to _____	Rate of Pay Starting _____ Ending _____	Immediate Supervisor
Describe your duties	Office Equipment Operated	
Reason for leaving		
2. Company Name	Address	Phone Number
Dates of Employment From _____ to _____	Rate of Pay Starting _____ Ending _____	Immediate Supervisor
Describe your duties	Office Equipment Operated	
Reason for leaving		
3. Company Name	Address	Phone Number
Dates of Employment From _____ to _____	Rate of Pay Starting _____ Ending _____	Immediate Supervisor
Describe your duties	Office Equipment Operated	
Reason for leaving		

How many full time jobs have you held in the last 10 years? _____

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

If yes, explain (use continuation sheet) _____

If not included in Employment History, list any agencies (church, YMCA, etc.) where your work or volunteer service involved minors (under 18 years old). Give agency name, location and phone number, and date of work or service. (Use continuation sheet).

APPLICANT'S STATEMENT:

In consideration of the receipt and evaluation of this application by the church, I agree and represent that:

The information contained in this application is correct to the best of my knowledge. I understand and agree that providing false or misleading information on this application is grounds for my immediate dismissal, if I am hired.

I authorize any references, schools, current or former employers, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment. I hereby release any individual, employer, church, denominational agency or official, reference or any other person or organization, including record custodians, both and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. A facsimile or photocopy of this authorization shall be as valid as the original.

I (check one):

- waive
- do not waive

any right that I may have to inspect any information provided about me by any person or organization described above.

Should my application be accepted, I agree to be bound by the bylaws and policies of the church, and to refrain from any conduct in violation of the church's teachings.

I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the church for either employment or the providing of any benefit. I understand that applications for positions requiring motor vehicle operation will be subject to a Department of Motor Vehicles Report. A facsimile or photocopy of this authorization shall be as valid as the original. I further understand that a criminal background and sexual offender check will be conducted on me by LexisNexis Screening or Protect My Ministry on behalf of Whitesburg Baptist Church, before service & every 3 to 5 years thereafter, and I consent to any such check.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

Printed Applicant Name

Signature of Applicant

Date

Printed Witness Name

Signature of Witness

Date

Continuation Sheet

Applicant Please Stop Here



Remaining Pages for
Church Use Only

Church or Volunteer Service Agency - Telephone Interview Form

Applicant's Name _____

You may inform the reference of whether or not the applicant has released the reference from liability for his/her remarks, and whether or not the applicant has waived the right to see the reference's remarks. If any comments or notes are made on a separate sheet of paper, please sign and date the paper and attach it to this booklet.

The applicant:

- waived did not waive any right to see these remarks
 released did not release the reference from liability for his/her remarks

Reference Information (from Page 4)

Name _____

Church or Volunteer Agency _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Date & Time of call _____

Interview Procedure

Begin: Describe to the reference the name and position the applicant is being considered for.

1. How do you know the applicant? _____

2. Can you confirm the volunteer service information the applicant provided us (see page 5 of application):

position	
beginning date (mo/yr)	ending date (mo/yr)

3. What was the applicant's reason for leaving?

- voluntary resignation dismissal (please state reason) _____
 involuntary resignation other (please explain) _____

4. Do you know any facts that would cause our church to not consider the applicant for this position?

- Yes If yes, please explain _____
 No

This form is an accurate reflection of the telephone interview I conducted with the indicated reference on the stated date.

Print name and title

Signature

Date

Employer or Volunteer Agency - Telephone Interview Form

Applicant's Name _____

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The applicant:

- waived did not waive any right to see these remarks
 released did not release the reference from liability for his/her remarks

Reference Information (Include calls to employers or agencies (from page 3 or 4) where applicant worked with minors)

Name _____

Business or Volunteer Agency _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Date & Time of call _____

Interview Procedure

Begin: Describe to the reference the name and position the applicant is being considered for.

1. How do you know the applicant? _____
2. Can you confirm the employment or volunteer service information that the applicant provided us (see page 3 or 5 of application):

position	
beginning date (mo/yr)	beginning salary
ending date (mo/yr)	ending salary

3. What was the applicant's reason for leaving?

- voluntary resignation dismissal (please state reason) _____
 involuntary resignation other (please explain) _____

4. Would you rehire or accept the volunteer service of this applicant again?

- Yes
 No If no, please explain _____

5. Do you know any facts that would cause our church to not consider the applicant for this position?

- Yes If yes, please explain _____
- No

6. From your knowledge of the applicant, how would you evaluate the applicant's suitability for this position:

- highly recommend
- recommend
- neutral
- do not recommend
- insufficient knowledge to form an opinion

7. Do you have any other comments to make?

Interviewer's Statement

This form is an accurate reflection of the telephone interview I conducted with the indicated reference on the stated date.

Print name and title

Signature

Date

Employer or Volunteer Agency - Telephone Interview Form

Applicant's Name _____

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Reference Information (Include calls to employers or agencies where applicant worked with minors)

Name _____

Business or Volunteer Agency _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Date & Time of call _____

Interview Procedure

Begin: Describe to the reference the name and position the applicant is being considered for.

1. How do you know the applicant? _____

2. Can you confirm the employment or volunteer service information that the applicant provided us (see page 3 or 5 of application):

position	
beginning date (mo/yr)	beginning salary
ending date (mo/yr)	ending salary

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 involuntary resignation other (please explain) _____

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 No If no, please explain _____

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Print name and title

Signature

Date

Employer or Volunteer Agency - Telephone Interview Form

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Reference Information (Include calls to employers or agencies where applicant worked with minors)

Name _____

Business or Volunteer Agency _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Date & Time of call _____

Interview Procedure

Begin: Describe to the reference the name and position the applicant is being considered for.

1. How do you know the applicant? _____
2. Can you confirm the employment or volunteer service information that the applicant provided us (see page 3 or 5 of application):

position	
beginning date (mo/yr)	beginning salary
ending date (mo/yr)	ending salary

3. What was the applicant's reason for leaving?
 voluntary resignation dismissal (please state reason) _____
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 Yes
 No If no, please explain _____

5. Do you know any facts that would cause our church to not consider the applicant for this position?

- Yes If yes, please explain _____
- No

6. From your knowledge of the applicant, how would you evaluate the applicant's suitability for this position:

- highly recommend
- recommend
- neutral
- do not recommend
- insufficient knowledge to form an opinion

7. Do you have any other comments to make?

Interviewer's Statement

This form is an accurate reflection of the telephone interview I conducted with the indicated reference on the stated date.

Print name and title

Signature

Date

Personal Reference - Telephone Interview Form

Applicant's Name _____

You may inform the reference of whether or not the applicant has released the reference from liability for his/her remarks, and whether or not the applicant has waived the right to see the reference's remarks. If any comments or notes are made on a separate sheet of paper, please sign and date the paper and attach it to this booklet.

The applicant:

- waived did not waive any right to see these remarks
 released did not release the reference from liability for his/her remarks

Reference Information (from page 3)

Name _____

Business _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Date & Time of call _____

Interview Procedure

Begin: Describe to the reference the name and position the applicant is being considered for.

1. How do you know the applicant? _____
2. How long have you known the applicant? _____
3. For each of the following characteristics, please rate the applicant on the scale of 1 to 10, with 1 being the lowest rating and 10 being the highest.

	Rating 1 - 10	Comments
Group dynamics, team player	_____	_____
Work ethic, personal motivation	_____	_____
Dependability	_____	_____
Integrity	_____	_____
Outlook, attitude	_____	_____
Self-esteem, pride in work	_____	_____
Personal appearance	_____	_____
Self-starter	_____	_____
Loyalty to a project	_____	_____

4. Do you know any facts that would cause our church to not consider the applicant for this position?

- Yes If yes, please explain _____
- No

5. From your knowledge of the applicant, how would you evaluate the applicant's suitability for this position:

- highly recommend
- recommend
- neutral
- do not recommend
- insufficient knowledge to form an opinion

6. Do you have any other comments to make?

Interviewer's Statement

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Personal Reference - Telephone Interview Form

Applicant's Name _____

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Reference Information (from page 3)

Name _____

Business _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Date & Time of call _____

Interview Procedure

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1. How do you know the applicant? _____

2. How long have you known the applicant? _____

3. For each of the following characteristics, please rate the applicant on the scale of 1 to 10, with 1 being the lowest rating and 10 being the highest.

	<u>Rating 1 - 10</u>	<u>Comments</u>
Group dynamics, team player	_____	_____
Work ethic, personal motivation	_____	_____
Dependability	_____	_____
Integrity	_____	_____
Outlook, attitude	_____	_____
Self-esteem, pride in work	_____	_____
Personal appearance	_____	_____
Self-starter	_____	_____
Loyalty to a project	_____	_____

4. Do you know any facts that would cause our church to not consider the applicant for this position?

- Yes If yes, please explain _____
- No

5. From your knowledge of the applicant, how would you evaluate the applicant's suitability for this position:

- highly recommend
- recommend
- neutral
- do not recommend
- insufficient knowledge to form an opinion

6. Do you have any other comments to make?

Interviewer's Statement

This form is an accurate reflection of the telephone interview I conducted with the indicated reference on the stated date.

Print name and title

Signature

Date

Employment Interview

Applicant's Name _____

Date _____ Position sought _____

Name & title of interviewer _____

Review the application and reference interview forms carefully before conducting the employment interview. Ask the applicant to clarify any questions or concerns. Select the questions below that best suit your interviewing needs. Add your own questions based upon the specific needs of the position sought.

Preliminary Questions from Interviewer

Clarify any concerns that may arise from the reference checks or former employer interview.

Experience and Background

1. What have you learned from previous positions that will help you here? _____

2. Tell me about some projects you have done that portray what you do best. _____

3. Describe a problem you have encountered at work and how you solved it. _____

4. From your background, what best equips you to work in a church? _____

5. Is there anything in your past that, if known, could jeopardize this ministry? _____

Professional Knowledge & Skills

1. What do you think are the most important skills needed for this job? _____

2. From what you mentioned, which are your strongest skills? Weakest? _____

3. What new skills have you developed in the past 5 years? _____

4. If you were hired, what responsibilities would you be able to begin tomorrow, and which would take more time to learn? _____

Personal Motivation & Initiative

1. What about this position interest you the most? _____

2. What do you hope to achieve through your work? _____

3. Tell me about a work project that you really enjoyed doing. Why? _____

4. How much guidance do you like to have in doing your work? _____

Personal Characteristics

1. How would you describe your personality? _____

2. What aspect of your personality makes you suitable for working in a church? _____

3. What do you value in a working relationship with other staff? _____

4. Give examples of how you communicate your ideas and feelings to others:
(a) when things are going well _____
(b) when problems or conflicts exist _____

Religious Background

1. Describe your religious background. _____

2. What religious practices play an important role in your life? _____

3. Why do you want to work in a church? _____

4. In what way do your personal commitments relate to the commitments of this church? _____

Notes:

Signature of interviewer

Date

WHITESBURG BAPTIST CHURCH
EMPLOYMENT FORM
Position, Compensation and Benefits Confirmation

This form will be completed for new employees by the hiring supervisor. Circle appropriate entry. Adhere to policies set forth in the Church Personnel Policy Manual. (See referenced paragraphs below; refer questions to the Administration Office.) Upon acceptance of a job offer, this document shall be reviewed and signed by the new employee. The hiring supervisor will also sign and date the Form, then give a copy to the employee and file the original in the respective individual's personnel folder.

Position Title: _____ Employee Name: _____

Staff Structure Placement (Par. 2.020): Senior Staff Ministry Staff / Div. Staff
Program Staff Support Staff (circle one)

Employee Classification (Para. 2.080): Exempt Non-Exempt

Employee Category (Para. 2.082): Full-Time Part-Time Temporary Intern

Church Holidays (Para. 6.000): Paid (FT only) Not Paid

Paid Vacation Allowed (Para. 6.020): (FT only) Annual Working Days: 10 15 20

Paid Personal Annual Days (Para. 6.023): (PT only) 0 Days (< 1 Yr. >) 5 Days

Eligible for Family and Medical Leave (Para. 6.060): No (< 1 Yr.>) Yes

Compensation & Benefits (Paras.5.000 & 7.000): Eligible for Benefits: Yes No

Specific notes on benefits: _____

Salary: _____ Hourly Wage: _____ Hours / Week _____ Start Date _____

Budget Line to be Paid From: _____

Certification of Funds Availability: Business Administrator: _____ Date _____

Signatures

Hiring Supervisor Date _____ Employee Date _____

