

GRACE COMMUNITY CHURCH & GRACE ACADEMY WORKER APPLICATION

This application is to be completed and signed by all applicants for any position involving the supervision or custody of minors, and working with children or youth. This application is being used to assist in providing a safe and secure environment for the programs of this facility. All applications must be physically turned in. Online submissions will not be considered.

APPLICANT INFORMATION

Date: _____ Date Available: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Social Security Number: _____

Email Address: _____ Are you 18 years or older? ___YES ___ NO

Position Applied for: _____ Desired Salary :\$ _____

Present Employer: _____

May we contact your present Employer? ___YES ___ NO Work Phone: (____) _____

Are you a citizen of the US? ___YES ___ NO

If not, are you authorized to work in the US? ___YES ___ NO

Have you ever worked for this company? ___YES ___ NO If so, when? _____

Have you ever been convicted of a felony? ___YES ___ NO

If yes, please explain:

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? ___YES ___ NO If yes, please explain:

Do you agree to abide by the NO SMOKING policy which prohibits any smoking on the premises or otherwise during work hours? ___YES ___ NO

Have you used illegal drugs in the last five (5) years? ___YES ___ NO

List any training, education, and experiences etc. that have prepared you for this type of work:

What age group do you desire to work with? __ Infants __ Toddler __ 2s __ 3s __ 4s __ 5s

Based on accommodations available for the handicapped, do you have any physical handicap or condition preventing you from performing certain types of activities related to handicapped children or youth? ___ YES ___ NO

If yes, please explain:

AVAILABILITY

This job requires that you have open availability during the times of 6am to 6pm Monday - Friday. You will not be required to work those hours every day, but we do require flexibility between those hours. Are you available for these hours? ___ YES ___ NO

If no, please explain below:

EDUCATION (Documentation may be required)

High School: _____ Address: _____

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

College: _____ Address: _____

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

Other: _____ Address: _____

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

If you do not have a degree, list the courses and semester hours completed in Elementary Education, Early Childhood Education, Child Development, Special Education, or the Human Services

Field: _____

Certification: Type/Field: _____ Issued By: _____ Date: _____

First Aid Training: Date Received: _____ Issuing Agency: _____

REFERENCES

Professional references: (Do not list relatives)				
Name	Address	Phone	Title	Years Known
		()		
		()		
		()		

List the names and addresses of the churches you have attended regularly during the past five (5) years:

Pastoral References: (Senior Pastor, Associate Pastor, Ministerial Supervisor)

Name	Address	Phone	Title	Years Known
		()		
		()		

STAFF HEALTH APPRAISAL

This section is to be completed by the employee.

Indicate all health conditions you have been diagnosed with and/or are currently receiving any type of treatment for.

- Vision
- Hearing
- Blood Pressure
- Neuro Musculoskeletal System
- Respiratory System
- Skin
- Dependency
- Epilepsy
- Diabetes
- Cardiovascular
- Thyroid
- Endocrine

Known Allergies: _____

EMERGENCY CONTACT PERSON

Name: _____

Address: _____ Phone: (____) _____

EMPLOYMENT HISTORY

List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities.

1.) Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Position: _____

Supervisor: _____ Dates worked: From: _____ To: _____

Rate of Pay: _____ Reason for leaving: _____

2.) Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Position: _____

Supervisor: _____ Dates worked: From: _____ To: _____

Rate of Pay: _____ Reason for leaving: _____

3.) Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Position: _____

Supervisor: _____ Dates worked: From: _____ To: _____

Rate of Pay: _____ Reason for leaving: _____

APPLICANT DISCLOSURE STATEMENT

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse as defined by Child Protective Services Law within the preceding five (5) years. I understand that I must be dismissed if I have been named as a perpetrator of a founded crime, report of child abuse in the past or have been convicted of a crime.

I swear/affirm that I have not been convicted of a crime.

I understand as a provisionally hired employee I must work within the oversight of an existing employee.

I understand that the information set forth in this document is true and correct. I understand that the penalty for false swearing, or making false statements, is an issue for immediate dismissal.

Signature: _____ Date: _____

Witness: _____ Date: _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in the application to give you any information they may have regarding my character and fitness for children/youth work. I further authorize Grace Academy to utilize the information contained in this application to conduct a reasonable investigation of my background, suitability and fitness for children/youth work at Grace Academy.

I hereby release the references provided herein and Grace Academy from liability for any damage that may result from furnishing such evaluations to Grace Academy and I waive the right that I have to inspect the references I provided on your behalf.

Should my application be accepted, I agree to be bound by the Statement of Faith, Code of Discipline, religious tenets, Constitution, By-Laws, and all written policy and procedures of Grace Academy and Grace Community Church, and to refrain from all unscriptural conduct in the performance of my services to or for the benefit of Grace Community and Grace Academy.

Signature: _____ Date: _____

Witness: _____ Date: _____