

Trinity Hills Baptist Church Employment Application

Trinity Hills Baptist Church (THBC) is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, national origin, veteran status or any disability as provided in the Americans With Disabilities Act. Federal law does permit religious organizations to discriminate based on religion. As a prospective religious employer THBC does adhere to this practice.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered. If you do not believe that a response is applicable, enter NA in the blank.

PERSONAL:

Date ____/____/____

Name _____ Phone (____) _____
LAST FIRST MIDDLE AC

Present Address _____
NO. STREET CITY STATE ZIP

Social Security No. _____ Are you over 18? Yes____ No____

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States? Yes____ No____

Have you ever been convicted of any crime (excluding minor traffic violations) including driving while under the influence of alcohol or drugs? Yes____ No____

If yes, state the offense, location, date and disposition _____

NOTE: A conviction will not necessarily disqualify you from employment.

Would you be willing to be fingerprinted? Yes____ No____

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel if travel and/or overtime are required by the job for which you are applying? Yes____ No____

If no, please explain _____

Driver's License: State _____ Type _____ Currently Valid? Yes____ No____

EMPLOYMENT DESIRED:

Are you seeking ____ full-time ____ part-time ____ temporary or summer employment?

Position applied for _____ Compensation Desired _____

Date Available to start _____

Have you ever applied to THBC before? Yes____ No____

Have you ever worked for THBC before? Yes____ No____

If your answer to either of the above questions is Yes, state when and where you applied and/or worked.

How did you learn of THBC and/or position? _____

Are there any days or hours you would be unable or unwilling to work? Yes____ No____ If yes, please specify those days or hours you would be unable or unwilling to work _____

EDUCATION:

Name, Address and Location	Dates	Graduate?	Courses Studied
High School	From: To:	Yes ☐ No ☐	Diploma:
College/University/Trade School	From: To:	Yes ☐ No ☐	Diploma:
Seminary	From: To:	Yes ☐ No ☐	Diploma:

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? Yes___ No___ If so, when, where and what courses? _____

List any scholastic honors, offices held, and activities involved in during high school, college, and seminary _____

List and describe any additional education, training, or qualifications _____

MILITARY:

Have you ever served in the military? Yes___ No___

Service Branch _____ Date Entered _____

Date Separated _____ Final Rank _____

CAPABILITY / RELIABILITY:

Would you be willing and able to perform all of the tasks required by the job you are applying for? Yes___ No___

If not, explain which tasks _____

Have you filed any type of fraudulent claim against any of your present or past employers? Yes___ No___

If yes, explain _____

Will you abide by the safety rules of this church? Yes___ No___

Have you ever been disciplined for violating an employer's policies, rules or regulations? Yes___ No___

If yes, please explain _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

PLEASE GIVE MONTH AND YEAR.

DO NOT REFERENCE YOUR RESUME.

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay
			From: Mo. ____ Year ____	To: Mo. ____ Year ____	Starting \$
					Ending \$
Telephone with Area Code ()	Nature of Business				
Title		Reason for Leaving			
Duties					

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					Ending \$
Telephone with Area Code ()	Nature of Business				
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Duties					

SUPPLEMENTAL EMPLOYMENT INFORMATION

If you worked in any of your previous positions under another name, please give that name(s) below: (For reference checking purposes)

Name _____ Company _____ Name _____ @ Company _____

Are you presently employed?..... Yes___ No ___

If yes, may we contact your present employer?..... Yes___ No ___

Because the Church cares for our members, including our children, and desires to protect them, we ask you to please answer the following questions. We understand the following questions are personal and we will protect your privacy:

Is there any reason, including those that are physical or mental health related, that might keep you from effectively working with children or that might cause a child potential harm? Yes___ No ___

Have you ever been charged with, indicted for, or pled guilty or No Contest to an action prohibited by the Texas Family Code, or a similar code in any state? Yes ___ No___

If so, please explain (attach a separate page, if necessary) _____

REFERENCES

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

AFFIDAVIT

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the church to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the church. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

Signature _____

Dale ____/____/____

COMPANY USE ONLY – REFERENCE COMMENT

Interviewed by:

Interviewer's remarks:

Job offered:.....Yes___ No ___

Compensation offered:

Start date: