

EMPLOYMENT APPLICATION

GRACE BAPTIST CHURCH



SECTION 1: APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	ZIP	
Primary Phone	E-mail Address		
Date Available	SS #	Salary: Ideal _____	Expected _____
Church Membership			
Position Applying For			
Can you provide written evidence of the right to work in the United States?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for Grace Baptist Church or Grace Christian Academy? If so, when? _____			YES <input type="checkbox"/> NO <input type="checkbox"/>

SECTION 2: EDUCATION (Please list any training programs, workshops, conferences & courses on your resume)

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

SECTION 3: FOR APPLICANTS APPLYING FOR POSITIONS WHOSE PRIMARY ROLE WILL BE WORKING WITH CHILDREN (AfterSchool & Paid Child Care)

Are you over the minimum age for the hours and position you are applying for:			YES <input type="checkbox"/> NO <input type="checkbox"/>
Company / Organization	Phone	Purpose / Job Duties	Dates of Employment

SECTION 4: REFERENCES

Please list three professional references. If no previous work experience, please list 3 personal references.

#1	Full Name	Relationship
Company	Phone ()	
Address		
#2	Full Name	Relationship
Company	Phone ()	
Address		
#3	Full Name	Relationship
Company	Phone ()	
Address		

SECTION 5: PREVIOUS EMPLOYMENT EXPERIENCE

Company #1	Phone ()	
Address	Supervisor	
Job Title	Starting Salary	Ending Salary
	\$	\$
Responsibilities		
From	To	Reason for Leaving
May we contact your current supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company #2	Phone ()	
Address	Supervisor	
Job Title	Starting Salary	Ending Salary
	\$	\$
Responsibilities		
From	To	Reason for Leaving
Company #3	Phone ()	
Address	Supervisor	
Job Title	Starting Salary	Ending Salary
	\$	\$
Responsibilities		
From	To	Reason for Leaving

SECTION 6: SUMMARY OF YOUR SALVATION EXPERIENCE (ATTACH ADDITIONAL SHEET IF NECESSARY)

SECTION 7: DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination.

TCA 14-10-129 states that "each person applying to work with children as a volunteer or as a paid employee...shall complete an application on a form prescribed or approved by the Department of Human Services... It shall be unlawful for any person to falsify any information required on the application. Knowingly failing to disclose required information shall be deemed to be falsification to the same extent as providing false information."

By signing this from, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations, or agencies listed above to be contacted for the expressed purpose of pre-employment screening.

Signature

Date



Reference Checking Consent and Authorization Form

Please read the information on this form carefully and completely.

I have applied for employment with Grace Baptist Church and have provided information about my previous employment. I authorize Grace Baptist Church to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, salary and employment history.

My signature below authorizes my former or current employer and references to release information regarding my employment record with their organizations and to provide information that may be necessary for my application of employment to Grace Baptist Church, whether the information is positive or negative.

I hereby release Grace Baptist Church and its agents, officials, representatives or assigned, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release.

I further authorize Grace Baptist Church to obtain feedback and references from my supervisors over the course of my employment with Grace Baptist Church. I understand that subsequent and continued employment with Grace Baptist Church may be subject to this feedback.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

You may contact me at any time as indicated below.

Applicant Information (Print information clearly)

Name (Full) _____ **Maiden Last Name** _____

Cell Phone _____ **Alternate Phone** _____

Email Address _____

Applicant Signature _____

Today's Date: _____ / _____ / _____
 Month **Day** **Year**



Application Agreement

Please review your answers and each of the following paragraphs carefully before initialing each paragraph and signing the statement below.

By my signature placed below, I affirm that the information provided in this employment application and related supplemental application is true and complete. _____

I understand that if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than for payment, at the rate agreed upon for services actually rendered. I agree to immediately notify Grace Baptist Church if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired. _____

I authorize the investigation of statements contained in this application and related supplemental applications. I also authorize Grace Baptist Church to contact my past employers and listed references and other references that might know of my qualifications for employment and said employers or references are released from any and all liability which may result from furnishing such information. _____

I authorize any person, school, current employer (except as previously noted), past employer(s) and organizations who might know of my qualifications for employment to provide Grace Baptist Church with relevant information and opinion that may be useful to Grace Baptist Church in making a hiring decision, and I release such person and organizations from any legal liability in making such statements. _____

I understand that after a conditional job offer has been extended to me, but before I begin work, I may be given a drug/alcohol test. My signature on this application gives consent for this drug/alcohol test. _____

I understand that during the job application process, and prior to any offer of employment, Grace Baptist Church will conduct a Background Check and I authorize the investigation to be completed. _____

I understand and agree that, if hired, I may be required to submit to a drug/alcohol test if Grace Baptist Church determines it has a reasonable suspicion that I am using or under the influence of drugs or alcohol. I also understand and agree that, if hired, I may be required to submit to a search of my personal property if Grace Baptist Church determines it has a reasonable suspicion of theft or possession of drugs, alcohol, weapons, or stolen property while on the property of Grace Baptist Church. _____

I understand that this application and related supplemental applications do not, by themselves, create a contract of employment. I understand and agree that if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS APPLICATION AND RELATED SUPPLEMENTAL APPLICATION FORM. _____

This application and related supplemental application is only good for 12 months from date submitted. If employed, this application and related supplemental application will become part of my permanent file.

Signature

Date

SIGNATURE IS REQUIRED TO COMPLETE APPLICATION AND/OR SUPPLEMENTAL APPLICATIONS



Ethical, Personal, Spiritual Commitments

Grace Staff Statement of Ethics

Members of the Grace Staff are expected to exhibit a Christ-centered, servant attitude in the way that they carry out their responsibilities.

- Grace Staff is required to be a member of a church of like faith, which closely follows our Statement of Faith, and agree to live by the commitments of membership.
- Grace Staff is expected to tithe a minimum of ten percent (10%) to their church off of their gross income. Staff who are members of Grace are also expected to participate in all church wide financial campaigns.
- Grace Staff agree to Grace's Statement of Faith and will refrain from advocating doctrines not included in the Statement of Faith in such a way as to cause dissension.
- Grace Staff will follow and respect the leadership of the church. Response time to phone calls and e-mails from co-workers should be fast and considerate.
- Grace Staff will exhibit a "whatever it takes" attitude in all tasks they are asked to undertake (Matthew 5:41).
- Grace Staff will make their own spiritual and professional growth a top priority.
- Grace Staff will exhibit integrity and represent the church appropriately at all times.
 - Although much care will be given on a personal level to restore the individual, sexual sins (such as fornication, adultery, improper use of Grace's computers for pornographic material, etc.) may result in immediate termination of employment.
 - Other public sins (stealing, drunkenness, abuse of others, etc.) that reflect poorly on the cause of Christ and the reputation of this church will be dealt with severely and may result in immediate termination of employment.
 - Grace Staff will abstain completely from drinking alcohol or using recreational drugs.
- Grace Staff will be "above reproach" in all areas of contact with the opposite sex. This includes:
 - Never meeting alone with the other sex behind a closed door without a window.
 - Married staff should not meet alone with a person of the opposite sex (not his/her spouse) in public.
 - Single staff should not meet (or ride in a car) with a married person of the opposite sex alone in public.
- Grace Staff are to take the initiative to think and innovate creatively and to not be afraid of failure if it occurs when giving 100%.
- Grace Staff value punctuality on all occasions.
- Grace Staff will exhibit a positive attitude at all times and will never talk negatively about other staff members or staff decisions to anyone on staff or in the church. Decisions can be discussed thoroughly in staff meetings, but will be supported publicly.

As many delicate and personal issues are addressed within a church setting, complete confidentiality is required for all staff meetings and staff conversations. However, you should never promise anyone who confides in you (when in your church capacity) that you will not share it with someone else on staff if it is appropriate.



Grace Baptist Church Statement of Faith

We Believe These Things:

About God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1, 26, 27; 3:22 Psalm 90:2 Matthew 28:19 1 Peter 1:2
II Corinthians 13:14

About You

You are made in the spiritual image of God to be like Him in character. You are the supreme object of God's creation and love. Although you have tremendous potential for good, you are marred by an attitude of disobedience towards God called "sin." This attitude separates you from God until the relationship is restored through a personal commitment to Jesus Christ.

Genesis 1:27 Psalms 8:3-6 Isaiah 53:6 Romans 3:23 Isaiah 59: 1-2

About Eternity

Humans were created to exist forever. We will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence.

John 3:16 I John 2:25; 5:11-13 Romans 6:23 Revelations 20:15

About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings, and Lord of Lords.

Matthew 1:22-23 Isaiah 9:6 John 1:1-5; 14:10-30 Hebrews 4:14-15 I Corinthians 15: 3-4 Romans 1:3-4 Acts 1:9-11 I Timothy 6:14-15 Titus 2:13

About Salvation

Salvation is a gift from God to humanity. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can we be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23 Ephesians 2:8-9 John 14:6; 1:12 Titus 3:5 Galatians 3:26 Romans 5:1

About Eternal Security

Because God gives us eternal life through Jesus Christ, the believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian.

It is grace and keeping power of God that gives this security.

John 10:29 II Timothy 1:12 Hebrews 7:25; 10:10-14 I Peter 1:3-5

About The Holy Spirit

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily.

II Corinthians 3:17 John 16:7-13; 14:16-17 Acts 1:8 I Corinthians 2:12; 3:16 Ephesians 1:13 Galatians 5:25 Ephesians 5:18

About The Bible

The Bible is God's Word to all people. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

II Timothy 3:16 II Peter 1:20-21 II Timothy 1:13 Psalms 119:105, 160; 12:6 Proverbs 30:5



THE GRACE CONFIDENTIALITY STATEMENT

I understand and agree that in the performance of my duties as an employee of Grace Baptist Church, I must hold all/any information in confidence.

Confidential information includes, but is not limited to, the following examples:

- Financial data
- Meeting minutes
- Contribution data
- Membership lists
- Compensation data
- Counseling information
- Healthcare information

Further, I understand that proven violation of my employer's confidentiality of all/any information shall be cause for progressive disciplinary action and possible termination with prejudices for rehire. I also understand that non-authorized release of all/any information may result in legal action.

THE GRACE MEDIATION AGREEMENT

I agree that any claim or dispute arising from or related to my employment shall be settled by Biblically-based mediation. I agree that these methods shall be the sole remedy for any controversy or claim arising out of my employment and expressly waive my right to file a lawsuit in any civil court against any person or church for such disputes, except to enforce an arbitration decision.

COMPUTER AND INTERNET USE POLICY

The use of Grace's computers, servers, software, e-mail, system network ("Network"), and Internet access is a privilege and may be revoked at any time. All authorized employees, staff, and volunteers ("Users") are responsible for complying with this Computer and Internet Use Policy. Failure to do so will subject the User to discipline and/or termination.

1. Permitted Uses: Grace's computers, servers, related software, e-mail, Network, Internet access, and live feeds of audio and video programs are to be used for authorized Grace business only. Permitted business uses include using e-mail to communicate with Grace's donors, attendees, business associates, fellow employees and staff members, and conducting authorized Grace-related Internet research. Users must close web browsers and end programs after each use.

2. Prohibited Computer Activities/Uses: Use of Grace's computers, system networks, and Internet access for personal reasons is prohibited. Users may not change the original computer settings or passwords. In addition, email applications and web browsers shall not be set to open automatically when the computer starts. Such programs must be opened manually.

3. Prohibited System Network and Internet Activities/Uses: Prohibited system network and Internet activities include, but are not limited to, personal e-mailing, Internet surfing, playing computer games, instant messaging, social networking, online banking, or purchasing online for non-business purposes during the employee's scheduled business hours. Users are also prohibited from installing, running, downloading, copying, sending or processing programs, application, and non-business files, data and/or other information without authorization from the Director of IT or a member of the Executive Leadership Team.

4. Prohibited Materials and Content: Any offensive, harassing, criminal and/or illegal activity, any displays of fraudulent, sexually oriented and/or explicit materials will result in strict discipline and/or immediate termination. Users encountering such material and/or activity should report it to their Supervisor immediately.

5. Privileged and Confidential Information: All of Grace's computer files, documents, compilations, donor lists, member lists, and any other information stored or used on its computers and Network are private, privileged and confidential. They shall be accessed and used for authorized Grace business only. Said information shall not be copied, downloaded, uploaded, and/or removed from Grace's computers and Network without the express written permission of Grace's Systems Administrator and/or a member of the Executive Leadership Team.

6. Network Integrity and Virus Protection: Users shall not open any unknown e-mails, files, or website links from the Network or Internet. If a User has detected a possible virus, the User shall contact his/her supervisor and the system administrator immediately.



7. Export Restrictions: Programs or files containing encryption technology cannot be placed on the computers and Network or transmitted in any way outside the United States without prior written authorization from a member of the Executive Leadership Team.

8. Disclaimer of Liability: Grace will not be held responsible for any damages, direct or indirect, arising out of the use of its computer or Network resources.

9. Waiver of Privacy: Grace reserves the right to audit its computers, servers and network at any time, including monitoring computer activities, Internet accessed sites, e-mails sent and received, and all downloaded or uploaded files and data. Grace's Users waive any right to privacy in anything they create, store, send or receive via a Grace computer or through Grace's Network. ALL passwords will be uniform and universal.

10. Compliance with Applicable Laws and Licenses: Users shall comply with all software licenses, copyrights and all other state and federal laws governing intellectual property and online activity. Users may not load, share or use any unlicensed software on Grace's computers and Network or in conducting business on behalf of Grace.

11. Signing and Filing: Each User must sign and file a copy of this Policy with the Director of HR as a condition of employment and access to the Grace's computers, equipment, and Network.

I have read and agree to comply with this Grace Computer and Internet Use Policy. I understand that a violation of this Policy may result in disciplinary actions, including termination.

SOCIAL MEDIA POLICY

As an employee of Grace Baptist Church, you are seen by our members and outside parties as a representative of the church. Therefore, as in all areas of daily life, a church staff member's personal website or blog is a reflection on the church, whether or not the church is specifically discussed or referenced. Therefore, we ask that you observe the following guidelines to preserve the Christian witness and effectiveness of both yourself and the church.

For the purposes of this policy, Social Media refers to the following: Facebook, Twitter, Personal Website, My Space, You Tube, Web Blogs and any other current or future forms of Social Media.

Respect Confidentiality –

You must take proper care not to purposefully or inadvertently disclose any information that is confidential or proprietary to Grace Baptist Church (refer to the Grace Confidentiality Statement). Any employee who violates our policies regarding confidentiality will be subject to progressive disciplinary action, up to and including termination of employment.

Respect the Church and its Staff –

Since your site is a public space, we expect you to be respectful to the church and our leaders, employees, volunteers and members. Any employee who uses Social Media to disparage the name or reputation of the church, its practices, or its pastors, officers, employees, volunteers or members will be subject to progressive disciplinary action, up to and including termination of employment.

Respect Copyright –

Do not use Grace Baptist Church logos on your form of Social Media without first obtaining written permission from the Worship Pastor and/or a member of the Executive Leadership Team.

Respect Your Time –

All time and effort spent on your personal form of Social Media must be done on your personal time and may not be done during your scheduled work hours at Grace. Employees who spend work time on their Personal Social Media will be subject to progressive disciplinary action, up to and including termination of employment.

Follow the Employee Personnel Manual –

Be sure to conform to the rules of our Personnel Manual, especially as it relates to harassment and illegal activities (including, in this case, spam and piracy). As with other form of Social Media, do not engage in personal, racial or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile workplace.



Use Common Sense –

Use common sense in all your Social Media communications, particularly on a website accessible to anyone. What you say on your site could potentially be grounds for dismissal. If you would not be comfortable with your supervisor, co-workers, or the Executive Leadership Team reading your words, do not write them

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to certify and acknowledge that I have received and read a copy of the church's Personnel Manual, which also includes the following Ethical, Personal, Spiritual Commitment documents:

- Grace Staff Statement of Ethics
- Grace Baptist Church Statement of Faith
- The Grace Confidentiality Statement
- The Grace Mediation Agreement
- Grace Computer and Internet Use Policy
- Grace Social Media Policy

I understand that the Personnel Manual and the Ethical, Personal, Spiritual Commitment documents provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment relationship will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by me and the Executive Leadership Team of the church.

I further acknowledge that this employment relationship may not be modified by any oral or implied agreement.

Employee's Name (Please print)

Employee' Signature



Date

State of Tennessee
County of Knox