

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 | Contact Person/Phone |
| | | | |
| | | | |
| | | | |

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 |



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.

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



**NOTIFICATION & AUTHORIZATION TO RELEASE INFORMATION
FOR EMPLOYMENT / VOLUNTEER PURPOSES**

Position Applying For: _____

Department: _____

Full Legal Name **(Please Print for Identification Purposes)**

First

Middle

Last

Other Names You Have Used in the Past Seven (7) Years and Dates Used:

Current Address: (Mo/Yr.)

Street

City

State / Zip

Previous Address: (Mo/Yr.) – Within last 7 years

Street

City

State / Zip

Email Address: _____

Phone Number: _____ Social Security #: _____

Date of Birth: _____ Gender: Male _____ Female _____

Driver's License #: _____ State: _____

Are you a member of Grace Baptist Church: Yes _____ No _____ Since _____

Are you employed by Grace Christian Academy: Yes _____ No _____ Since _____

I understand that the scope of the background / consumer credit check may include, but is not limited to:
Verification of social security number, current and previous residences, employment history, education (including transcripts), character references, criminal history records from any criminal justice agency, in any or all federal, state, county jurisdictions; birth records, motor vehicle

records to include traffic citations and registration; creditworthiness or similar characteristics, and any other public records or to conduct interviews with third parties relative to my character, employment history and/or general reputation.

I hereby release Grace Baptist Church and/or Grace Christian Academy, the Social Security Administration, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively from 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.

To the best of my knowledge, the information provided in this Notice and Authorization is true and complete. I understand that any falsification or omission of information may disqualify me for this employment / volunteer position and/or may serve as grounds for the severance of my employment / volunteer position with Grace Baptist Church and/or Grace Christian Academy. By signing below, I hereby authorize and consent to Grace Baptist Church and/or Grace Christian Academy procurement of such a report(s). I further understand that, pursuant to the Fair Credit Reporting Act, Grace Baptist Church and Grace Christian Academy will provide me with a copy of such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for either an employment or volunteer position with either Grace Baptist Church / Grace Christian Academy. I further understand that such a report will be made available to me prior to any decision begin made, along with the name and address of the reporting agency that produced the report.

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/or Grace Christian Academy and have provided information about my previous employment. I authorize Grace Baptist Church and/or Grace Christian Academy 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 and/or Grace Christian Academy, whether the information is positive or negative.

I hereby release Grace Baptist Church and/or Grace Christian Academy 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 and/or Grace Christian Academy to obtain feedback and references from my supervisors over the course of my employment with Grace Baptist Church and/or Grace Christian Academy. I understand that subsequent and continued employment with Grace Baptist Church and/or Grace Christian Academy 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