

EMPLOYMENT APPLICATION

First Baptist Christian School
 2958 North Main Street, Kennesaw, GA 30144
 Tel. 770-427-3109 Fax 770-427-2332

INSTRUCTIONS: Please print in black ink or type. Complete all information. If something does not apply, indicate by writing N/A on the application

Name (Last Name, First, Middle Initial)	Preferred Name	Social Security Number	Date
Street Address	Apartment Number	City, State, Zip Code	Police Jurisdiction of this address
List previous street addresses and police jurisdiction for the last 10 years.			
Street Address	Apartment Number	City, State, Zip Code	Police Jurisdiction of this address Dates occupied
Street Address	Apartment Number	City, State, Zip Code	Police Jurisdiction of this address Dates occupied
Street Address	Apartment Number	City, State, Zip Code	Police Jurisdiction of this address Dates occupied
Street Address	Apartment Number	City, State, Zip Code	Police Jurisdiction of this address Dates occupied
Telephone Number of current address	Other Number Where You May Be Reached	(✓) any of the following which apply to you: <input type="checkbox"/> 21 or Older <input type="checkbox"/> Christian <input type="checkbox"/> Church Member <input type="checkbox"/> Eligible to Work in U.S.	
()	()		
Position Desired			
Desired Start Date	Minimum Acceptable Pay Rate	(✓) Type of Work Desired	
Available? _____	\$ _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary-Hours <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer _____	
Highest Education Level:		If not a High School graduate, do you have a GED certificate?	
High School: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Other: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHOOL NAME, CITY, AND STATE	DEGREE	DATE EARNED OR EXPECTED	CUMULATIVE GRADE POINT AVG.
GRADUATED (Y or N)	MAJOR		
High School			
College			
College			
Graduate School			
Seminary/Bible Institute			
Trade/Technical School			
Are you Presently Attending School? If Yes, School Name and Address:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
License or Certification?	If Yes:	Identification Number: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: _____	Expires: _____	
	Issue Date: _____	Issued By: _____	

A transcript or diploma from all schools attended is required to complete application.

PERSONAL/PROFESSIONAL REFERENCES

1. Name _____
Address _____
Phone Number _____
E-mail _____

2. Name _____
Address _____
Phone Number _____
E-mail _____

3. Name _____
Address _____
Phone Number _____
E-mail _____

WORK INFORMATION

**BEGINNING WITH MOST RECENT, LIST ALL PRESENT AND PAST EMPLOYMENT.
PLEASE PROVIDE COMPLETE INFORMATION FOR TEN YEARS AT LEAST.**

Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
If Presently Employed, May We Contact Your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Now Employed, Why Do You Wish to Make a Job Change? If Not Employed, Reason for Leaving Last Job.		
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code

Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code

Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				
Name of Company		Mailing Address		City, State, Zip Code
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				

EMPLOYEE REFERENCE CHECK

TO**FROM**

COMPANY		COMPANY
ADDRESS		ADDRESS
ATTENTION		NAME
TITLE		TITLE
PHONE		PHONE

TO BE FILLED OUT BY APPLICANT

I have made the application for employment with the above listed employer. I hereby request and authorize you to furnish the above listed employer with any information concerning my employment record, character, habits and ability. I do hereby release the addressed entity and all individuals concerned from any claims, suits and liabilities for any damage whatsoever resulting from their actions and conduct in responding to this request and the giving of such information.

Name While In Your Employ _____

Dates of Employment _____ to _____ Social Security # _____

Start Position _____ Dept. _____

Salary _____ per _____ Immediate Supervisor _____

Signature _____

TO BE FILLED OUT BY PREVIOUS EMPLOYER

Was the applicant employed by your company? Yes No

Is all the information stated above correct? Yes No

If no, what is incorrect _____

What were the applicant's responsibilities? _____

Employee Reference Check Continued

Please rate the applicant's performance in the following areas:

	Above Average	Average	Below Average	COMMENTS
Attendance				
Cooperation				
Job Knowledge				
Initiative				
Productivity				
Reliability				
Quality of Work				

What are the applicant's strong points? _____

What are the applicant's weak points? _____

Would you rehire the applicant? Yes No Why? _____

What was the applicant's reason for leaving? _____

ADDITIONAL COMMENTS

Completed by _____ Date _____

Company _____

If this Reference Check Form, after completion, contains information on the medical condition or history of an employee, then it must be maintained in a separate medical file and treated in accordance with applicable law and regulations.

JOB HISTORY QUESTIONNAIRE

NOTE: Please answer these questions for each of the last two jobs held, including the current one. (Use only one sheet for each job.)

Your Name

Social Security Number

Date Proposed

Name of Job/Position

1. What were the major activities you performed? Indicate which ones you did very well, and which most poorly.

3. What were your major accomplishments in this job?

4. Why did you leave this position (or wish to)?

5. What do you consider your major strengths?

Personnel Attitudes Survey

These phrases refer to 2 to 10-year-old children and to teaching them in a school situation. Please complete each phrase in as few words as possible. Complete them quickly, briefly, and honestly. There are no right answers, only the way you feel.

1. Children are wonderful, but _____

2. When a child cries, it makes me feel like _____

3. When I speak to children _____

4. What children *want* to make them happy is _____

5. What children *need* most is _____

6. A child feels unhappy when _____

7. Children are naughty because _____

8. Children who “pretend” _____

9. Friends are important to children because _____

10. Children get into everything because _____

11. Children learn the most when _____

12. Children’s art _____

13. Before children go to kindergarten they should know _____

14. My favorite activity with children _____

15. My favorite story or picture book for children _____

16. My favorite children’s game is _____

17. My favorite TV show for children is _____

18. Something that always makes me smile _____

19. Something that makes me so angry _____

20. When I first get up in the morning, I feel _____

21. My childhood was _____

22. What I consider a real mess is _____

23. The kind of mess that doesn't bother me is _____

24. The teacher I remember most from my childhood (describe the teacher) _____

25. Teachers need _____

26. Teachers should _____

27. Supervisors _____

28. I am easy to get along with because _____

29. I think my two most important jobs as a preschool teacher will be _____

30. I want to work at this school because _____

First Baptist Christian School
Statement of Faith

<p>First Baptist Christian School 2958 North Main Street Kennesaw, GA 30144 770-422-3254</p>

We believe:

1. The Holy Bible is inspired by God, completely infallible and inerrant, and is the authoritative word of God; therefore, it is the basis on which education stems. (1 Peter 1:21)
2. One God is eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Gen. 1:1)
3. God created man in his own image. When man brought sin into the world a renewing of the mind was required for man to transform into God's image. God created all of creation by His direct act, not evolution. (1 Cor. 3:18; Col. 3:10; Gen. 1:26-27)
4. God is omnipotent. God is sinless, and through His Son, Jesus, gave a sinless example of life on earth by which we should pattern our own lives. Miracles occurred through Jesus Christ. Jesus Christ was born of a virgin, Mary. Jesus Christ died to save us from our certain death. Jesus Christ arose and ascended to Heaven to serve and live at the right hand of God, the Father. God will return to earth in the form of His Son, once again. (Rev. 19:11)
5. God desires His believers to join together in Christian love and spiritual unity in the name of Jesus Christ. It is our duty to promote harmony. (Ps. 133)
6. God lives within each and every Christian; He enables us to live as He would have us live. (Rom. 8:11-13)
7. Adam and Eve yielded to the temptation of Satan and became fallen creatures. All men are born in sin. Salvation is based upon our belief in Jesus Christ and through faith, knowing that He, God's Son, died on Calvary's cross so that we may have everlasting life through Him. Upon this faith and belief, we may be spiritually born again by God's grace. (John 3:16)
8. Baptism by immersion represents the act of death to the old life, burial, and resurrection into the new life of Christ, which was the example Jesus Christ gave us. Therefore when we accept, by faith and belief, Jesus Christ, we follow His example of baptism by immersion. (Rom. 6:4-5)
9. Each learner should hear how to come to know Jesus Christ as Lord and Savior and to be challenged to meet life with God given character traits. (Mt. 18:14)

Signature

Date

<p>First Baptist Christian School 2958 North Main Street Kennesaw, GA 30144 770-422-3254</p>

**Administrative and Instructional Staff
Information Sheet**

Name _____

Date _____

1. Describe your acceptance of Jesus Christ as your personal Savior.

2. Describe your sense of leading by God to serve Him in a Christian school, including your leading to serve in *this* Christian school.

3. In what ways has God gifted you for teaching and/or administration and/or serving?

4. List memberships in professional educational organizations. Include other professional affiliations relevant to your teaching/administrative responsibilities at the school.

5. Describe the significant professional developmental activities in which you have been involved in the last two years (e.g., attending/leading seminars/institute/conferences, reading professional journals, working on committees).

6. Describe your performance evaluations.

- a. How and by whom have you been evaluated?
- b. When and how often have you been evaluated?
- c. How has your performance evaluation improved your effectiveness as a teacher or administrator?

7. Identify some ways you sense God's particular blessing on your ministry.

8. Have you ever been convicted by Federal, State, or other law enforcement authorities or **pleaded nolo contendere** for violation of **any** federal law, state law, county or municipal law, regulation or ordinance? (**You must include DUI's** and any offenses for which a fine of \$100 or more was imposed. Do not include offenses that occurred before your seventeenth birthday.)

_____Yes

_____No

Conviction or Nolo Condere
for the following violations

Date

State which law
enforcement authority

Disposition
(Outcome)

**DHR REQUIRED
STATEMENTS FOR EMPLOYEE FILE**

I have never been shown by credible evidence (e.g., a court of jury, a department investigation or other reliable evidence) to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as initially evidenced by an oral or written statement to this effect.

Signature

Date

I am not suffering from any physical handicap or mental disorder, which would interfere with my ability to perform adequately the job duties of providing for the care and supervision of the children in the school in accordance with DHR guidelines.

Signature

Date

I understand that any information that is falsely presented or that any information to the contrary on the above statements can and will result in immediate termination. I also understand that any falsification of information regarding my qualifications as noted on my application will result in my immediate termination.

Signature

Date

