SPRING BAPTIST CHURCH

APPLICATION FOR EMPLOYMENT

Applicants should complete this general application. Additional forms may be attached seeking information specifically related to the position for which you are applying.

Date Applying _____ **E-mail Address** _____

GENERAL INFORMATION

Name _____ Social Security _____

Present address _____ Current Phone # _____

Number Street City State Zip

How long have you lived at above address? _____

Previous address _____ How long did you live there? _____

Number Street City State Zip

Are you over the age of 18? ☐ Yes ☐ No If no, employment is subject to verification that you are minimum legal age.

Are you a citizen of the United States? ☐ Yes ☐ No

If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? ☐ Yes ☐ No

EMPLOYMENT INFORMATION

Position applying for _____ Date available for work _____

What salary/hourly rate do you expect? _____ Type of employment ☐ Full time ☐ Part time ☐ Temporary

What days and hours if part time? Days _____ Hours _____

Have you ever applied for a job with us before? ☐ Yes ☐ No Have you ever worked for us? ☐ Yes ☐ No

Have you ever been bonded? ☐ Yes ☐ No Have you ever been refused bond? ☐ Yes ☐ No

If yes, state reason and date _____

Have you ever been convicted of any crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, state date, court, and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? ☐ Yes ☐ No If yes, explain _____

_____

Does your present employer know of your plans to change employment? ☐ Yes ☐ No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? ☐ Yes ☐ No

The next two questions may be answered during your interview if you prefer. Your answer will NOT automatically disqualify you from employment with us.

Have you ever been a victim of child abuse? ☐Yes ☐ No Have you ever been a victim of sexual abuse? ☐Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

How much time have you lost from work during this past year? _____ Do you have transportation? ☐ Yes ☐ No

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

EDUCATION INFORMATION

Schooling	Years Completed	Degree Rec. and Major Subject	Name of School	Location	Did You Graduate?
Grammar or High School/GED					
Trade or Business School					
College					
Graduate School or Seminary					

Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying? _____

CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

Current Church _____ Dates attended _____ City/State _____ Phone # _____
Previous Church _____ Dates attended _____ City/State _____ Phone # _____
Previous Church _____ Dates attended _____ City/State _____ Phone # _____
Previous Church _____ Dates attended _____ City/State _____ Phone # _____

PRIOR WORK RECORD (Start with most recent or present employer)

Name of Most Recent Employer _____ Phone # _____
Present address _____ Date of Employment: From ____ To _____
Name & Position of Immediate Supervisor _____ Your Position or Title _____
Starting Rate $ _____ Ending Rate $ _____ Describe your duties _____
Reason for leaving _____

Name of Employer _____ Phone # _____
Present address _____ Date of Employment: From ____ To _____
Name & Position of Immediate Supervisor _____ Your Position or Title _____
Starting Rate $ _____ Ending Rate $ _____ Describe your duties _____
Reason for leaving _____

Name of Most Recent Employer _____ Phone # _____
Present address _____ Date of Employment: From ____ To _____
Name & Position of Immediate Supervisor _____ Your Position or Title _____
Starting Rate $ _____ Ending Rate $ _____ Describe your duties _____
Reason for leaving _____

May we contact the employers listed above? _____ If not, indicate by listing which one(s) you do not wish us to contact _____

PERSONAL REFERENCES (Do not list relatives or previous supervisors)

Name _____ Phone# _____ Years known _____ Occupation _____
Name _____ Phone# _____ Years known _____ Occupation _____
Name _____ Phone# _____ Years known _____ Occupation _____

APPLICANT'S STATEMENT - READ CAREFULLY!

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws and statutes.

I understand that employment at this organization is "at will," and includes no guarantee, contract or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use on any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant _____ Date _____

SPRING
BAPTIST CHURCH

NECESSARY BIBLE DOCTRINE for MINISTRY LEADERS at SPRING BAPTIST CHURCH

THE TRINITY of GOD - Three distinct persons in one God: the Father, Son, and Holy Spirit (Matt. 3:16-17)

THE WORD of GOD - The Word of God is complete, free from error, and absolutely trustworthy. (II Tim. 3:16-17)

THE TOTAL DEPRAVITY of MAN - Man is a sinner by nature, born into sin. (Rom. 3:23, 5:12)

THE VIRGIN BIRTH - Born of a virgin woman without a human father. (Luke 1:26-35)

HIS SUBSTITUTIONARY BLOOD ATONEMENT - Satisfies God's demand against sin, Christ was made a sin offering, and by faith the sinner is made righteous. (Rom. 3:25, I Pet. 1:18-19, Rev. 1:5)

HIS BODILY RESURRECTION - Jesus said, "I am the resurrection and the life." (John 11:25)

PERSONAL and IMMINENT RETURN OF CHRIST (John 14:1-6)

PERSON and WORK OF THE HOLY SPIRIT (John 16:7-8)

JUSTIFICATION by FAITH (Eph. 2:8-9)

ETERNAL SECURITY of the BELIEVER (Rom. 8:28-39)

THE REALITY of HEAVEN (John 14:2)

A REGENERATED CHURCH MEMBERSHIP (Acts 2:41; 47)

I KNOW THAT I AM a CHRISTIAN - YES ☐ NO ☐

NECESSITY of MEMBERSHIP and PARTICIPATION - As evidenceed in the local church through Attendance, Stewardship, and Participation in Ministry. (Phil. 1:1, Col. 1:2, Heb. 10:24-25, Mal. 3:10, II Cor. 9:6-11, I Pet. 4:10-11, I Cor. 12, Rom. 12:3-16)

I AM a MEMBER of SPRING BAPTIST CHURCH - YES ☐ NO ☐

THE PRIESTHOOD of the BELIEVER (I Pet. 2:5)

ONLY TWO ORDINANCES of the CHURCH - BAPTISM (Matt. 28:18-20) and the LORD'S SUPPER (I Cor. 11:23-34)

EVANGELISM and MISSIONS - The OBLIGATION of EVERY CHRISTIAN (Matt. 28:19-20)

THE REALITY and PERSONALITY of SATAN (Matt. 13:38-39)

SPRING BAPTIST CHURCH

NECESSARY LEADERSHIP STANDARDS for MINISTRY LEADERS of SPRING BAPTIST CHURCH

As leaders we must have strong convictions in many areas. The following are specific concerns and convictions of Spring Baptist Church that must be upheld by all those in leadership positions.

- ☐ I do not consume or use alcohol or tobacco.
- ☐ I do not consume or use legal substances in a abusive manner.
- ☐ I do not consume or use any illegal substances I Cor. 10:23;11:1
- ☐ I am not involved in immoral behavior; for example, i.e., fornication, adultery, homosexuality, pornography, etc.. I Cor. 6:12-20
- ☐ I will uphold and teach the Biblical institution of marriage as described in Genesis 2:18-25, I Cor. 7, Eph. 5:15; 6:4. I will be committed to the principle that divorce is not God's intended solution for marital difficulties. If divorced and remarried, I will uphold this high standard as I serve in any leadership position.
- ☐ I will uphold and teach that abortion is wrong. (Only in those rare instances when the life of the mother is truly at stake would the element of choice be a consideration). Exd. 20:13, Ps. 139:13-16, Jer. 1:4-5

Be sure that you understand that these positions are in no way intended as condemnation of anyone.
We love and accept anyone who has experienced or is experiencing difficulty in any of these areas.

By God's Enabling Grace and Through the Work of the Holy Spirit, I Desire to Uphold all the Responsibilities of my Ministry Position Including Practicing Biblical Stewardship and Maintaining a Daily Relationship with God that Includes Bible Study and Prayer. Should I not be able to do so I will Voluntarily Relinquish My Postion until a Time That I can Fulfill the Required Responsibilities.

Name (please print) _____

Address _____

Phone _____

Signature _____

AFFIDAVIT OF GOOD MORAL CHARACTER

As an applicant for employment or volunteer service with Spring Baptist Church, I hereby attest to meeting the requirements for employment and volunteer service, that I am of good moral character, that I have not been found guilty of or entered a plea of nolo contendere (no constest) or guilty to any offense prohibited under any of the following provisions of State or Federal Statutes or under any similar statute of another jurisdiction. I have not had a finding of delinquency or entered a plea of nolo contendere (no contest) or guilty to a petition alleging delinquency for any of the following acts. I understand I must acknowledge the existence of any criminal or delinquency record regardless of whether I was adjudged guilty by the court and regardless of whether or not those records have been sealed or expunged. Check any that apply.

- ☐ abuse, neglect, or exploitation of aged or disabled persons
- ☐ domestic violence
- ☐ murder
- ☐ manslaughter
- ☐ vehicular homicide
- ☐ killing of an unborn child by injury to the mother
- ☐ aggravated assault
- ☐ kidnapping
- ☐ battery, if the victim of the offense was a minor
- ☐ aggravated battery
- ☐ false imprisonment
- ☐ moving children from the state or concealing children contrary to court order
- ☐ sexual battery
- ☐ prohibited acts or persons in familial or custodial authority
- ☐ prostitution
- ☐ lewd and lascivious behavior
- ☐ lewdness and indecent exposure
- ☐ arson
- ☐ robbery
- ☐ fraudulent sale of controlled substances
- ☐ incest
- ☐ aggravated child abuse
- ☐ child abuse
- ☐ negligent treatment of children
- ☐ sexual performance by a child
- ☐ obscene literature
- ☐ drug abuse prevention and control only if the offense or if any other person involved in the offense was a minor.

I further attest that I have not been judicially determined to have committed abuse or neglect against a child; nor do I have a confirmed report of abuse, neglect, or exploitation which has been uncontested or upheld.
Under the penalty of perjury, I attest that I have read the foregoing, and the facts alleged are true to the best of my knowledge and belief.

_____ Applicant

-- OR --

To the best of my knowledge and belief, my record may contain one or more of the foregoing disqualifying acts or offenses.

_____ Applicant

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BAPTIST CHURCH

These policies are binding by both parties as long as they remain in effect. Policies, however, may change at anytime with simple notification.

I understand that employment at this organization is “at will,” and includes no guarantee, contract or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

It is the policy of Spring Baptist Church that if an employee or volunteer working in the Preschool/Children’s Ministries, Nursery, Mother’s Day Out, Pre-K, Kindergarten, Awanas, etc., after careful review by administration and church staff is dismissed, they will no longer be able to work in any of the above ministry areas.

I have read, understood, and will abide by these spring Baptist Policy and Procedure Guidelines.

Signed: _____

Date: _____

Signature Witnessed by: _____

Date: _____

Programs of Spring Baptist Church are an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, or socioeconomic background as prohibited by applicable law.

*This is with exception of any area where the applicant cannot uphold Spring Baptist Church outlined mission, philosophy, and biblical principles.

Spring Baptist Church has been classified as a Section 501(c) nonprofit church-related organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon the termination of employment, regardless of the reason(s), unemployment benefits are not available.

CRIMINAL RECORDS CHECK AUTHORIZATION

I hereby give my permission for Spring Baptist Church to obtain information pertaining to any charges and/or convictions I may have had for Federal and State criminal law violations. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bagains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position and that the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history, and a procedure is available for clarification if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remis, release and forever discharge and agree to indemnify Spring Baptist Church, and each of their officers, directors, employees and agents, and hold harmless from and against any and all causes of actions, suits, liabilities, cost, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee or volunteer.

_____ _____

Applicant's Signature Date

_____

Please Print Name

_____

Please Print Maiden Name if Applicable

_____

Please Print All Aliases if Applicable

_____ _____

Social Security Number Date of Birth

If under 18 years old parent or guardian must sign:

_____ _____

Signature of parent or guardian Date

Adress: _____

Number Street City State Zip

Phone# _____

SPRING
BAPTIST CHURCH

For Payroll Use Only

Date Received _____

First Payroll effected _____

I, _____ (Employee), an employee of Spring Baptist Church (the Church), hereby authorize the Church to deposit the net proceeds of my pay directly to the below listed account, on or before each pay period pay date. This authorization includes any debits or credits to my account as necessary to correct any erroneous deposit to my account resulting from the direct deposit process. This authorization shall be in effect until I notify the Church in writing to cancel it, allowing for a reasonable time to place the cancellation into effect.

The Church shall initiate, with its bank's ACH system, the direct deposit of the net pay at least two days prior to the schedule pay date with good funds to be credited to the Employee's account on or before the schedule pay date. The employee shall continue to receive a pay stub detailing his/her gross to net pay.

The Employee agrees to notify the Church of any erroneous credits or charge to his/her bank account, resulting from the direct deposit process, within 15 days following receipt of his/her bank statement or 60 days following the date of the posting, whichever occurs first.

Employee's Name: _____

Employee's Bank's Name: _____

Bank's Street, City, State, Zip: _____

Account Number: _____

Bank's Routing Number: _____

Yes, I authorize the Church to deposit my net pay directly to my account as listed above.

_____

Employee Signature Date

Bring a voided blank check to employee acceptance interview, so account number and routing number can be verified.

Your payroll stub will be sent to the e-mail you provide below. The password to open your payroll stub notice, which you will receive on-line, is the last four digits of your Social Security number. If you change your e-mail address please, inform the Human Resource Department.

My e-mail address: _____