

Name: _____

Hire Date: _____

Termination: _____

Eligible for Rehire: Yes ____ No ____

Highland Baptist Church Child Enrichment Center

Employment Application

Job Qualifications

- High School Diploma or GED required
- Education courses desirable
- Must pass background check
- Must be 18 years of age
- Be creative and flexible
- Exhibit a love for God, children, and families
- Actively growing in their Christian faith and staying immersed in God's word
- Physically and emotionally able to work with young children

8524 Crowder Road
Raleigh, NC 27603
hbccec@highlandbaptistchurch.org

General Information

Date _____

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Years at this address _____

Phone Number _____ Email _____

Are you legally eligible to work in the United States? Yes _____ No _____

Position you are applying for?

Teacher _____ Assistant Teacher _____ Substitute _____

Mornings you are available to work?

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Preferred age group? _____

Education

High School

Name of School/ City & State/Dates Attended _____

College/Trade School

Name of School/Degree/Dates Attended _____

Name of School/Degree/Dates Attended _____

Spiritual Journey

Are you a Christian? Yes _____ No _____

How did you come to know/accept Jesus as your personal Savior?

Church you attend? _____

How do you serve in your church? _____

How are you growing closer to God on a daily basis?

Personal References

List two personal references other than relatives or previous employers.

Name _____

Phone Number _____

Relationship _____

Name _____

Phone Number _____

Relationship _____

Employment History

List most recent employer first

Employer (1) _____ Job Title _____

Address _____ Dates Employed _____

Name of Supervisor _____ Phone Number _____

Job Responsibilities _____

Employer (2) _____ Job Title _____

Address _____ Dates Employed _____

Name of Supervisor _____ Phone Number _____

Job Responsibilities _____

Employer (3) _____ Job Title _____

Address _____ Dates Employed _____

Name of Supervisor _____ Phone Number _____

Job Responsibilities _____

Mission Statement

To glorify God as we walk with one another and equip obedient Christ followers to intentionally share the gospel and show God's love in our homes, church, community and the world.

Application Statement

The above information is true and correct to the best of my knowledge. I understand that in the event of my employment by Highland Baptist Church Child Enrichment Center, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give my information herein requested, regardless of the time elapse after discovery.

I authorize Highland Baptist Church Child Enrichment Center to inquire into my educational and personal references as needed to research my qualifications for this position. I further authorize Highland Baptist Church Child Enrichment Center to inquire the employment references that I have given permission to contact. I hereby give my consent to any current/former employer to provide employment related information about me to Highland Baptist Church Child Enrichment Center and will hold Highland Baptist Church Child Enrichment Center and my current/former employer harmless from any claim made on the basis that such information about me was provided or that an employment decision was made on the basis of such information. I further authorize Highland Baptist Church Child Enrichment Center to obtain a criminal background check.

I understand that nothing in this employment application or the granting of an interview is intended to create an employment contract between Highland Baptist Church Child Enrichment Center and myself, I understand and agree that Highland Baptist Church Child Enrichment Center does not offer employment contracts and thus if hired, Highland Baptist Church Child Enrichment Center or I, may terminate my employment at any time.

If employed, I will provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements, and I am in support of the mission statement of Highland Baptist Church Child Enrichment Center.

Signature

Date