

**Employment Application**  
**Union Baptist Church Preschool Weekday Ministries**

Date: \_\_\_\_\_

**I. Personal Information**

Name: First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Are you 18 years or older?  Yes  No

**II. Employment Experience**

Please list two prior employments and duties. May we contact your previous employers?  Yes  No

Employer # 1 Name of Address \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer # 2 Name of Address \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. Education Information**

High School/GED:  Yes  No City/State: \_\_\_\_\_

College/University/Technical: \_\_\_\_\_

Years completed:  1  2  3  4 Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Other: \_\_\_\_\_ Course of Study: \_\_\_\_\_

**IV. References**

Please list three references with contact information (preferably no relatives/former employees):

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**V. Regarding Employment**

Please legibly print your answers to each question below completely and accurately. Incomplete or inaccurate responses may invalidate your application.

1. Why do you want to work for Union Weekday Ministires?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What age group do you best like working with (if applicable)? \_\_\_\_\_

3. What do you consider your strengths? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VI. Miscellaneous**

Are you able to perform the required tasks without accommodation?  Yes  No

Are you currently using tobacco?  Yes  No

Have you ever been arrested or convicted or pleaded guilty to a crime?  Yes  No

Have you ever participated in, been accused of, plead guilty/no contest to, or been convicted of child abuse, molestation, or any improper conduct involving a minor?  Yes  No

Explain: \_\_\_\_\_

**Please provide a photograph for identification.**

Are you a U.S. citizen?  Yes  No

If not a U.S. citizen, can you legally be employed in the U.S.?  Yes  No

If hired, can you provide proof of eligibility to work in the U.S?  Yes  No

Can you abide by the guidelines established for Union WM Preschool workers?  Yes  No

**VII. Agreements**

The information contained in this application is correct to the best of my knowledge, I authorize any reference or churches or former employer listed in this application to give you any information/opinions that they may have been regarding my character and fitness for children or youth work. I hereby release any record custodians, both collectively and individually from any and all liability for damages whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply with this authorization. I waive any rights I may have to inspect any information provided about me by any person or organization identified by me in this application.

I have carefully read this release and know the contents thereof and sign this release as my own free act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Should my application be accepted, I agree to be bound by the bylaws and policies for Union Weekday Ministires Preschool workers in the Employee Handbook and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that I have carefully read the foregoing release and know the content thereof and I sign this and release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_