

**BURNT HICKORY WEEKDAY EDUCATION
5145 Due West Road, Powder Springs, GA 30127**

APPLICANT'S STATEMENT-READ CAREFULLY

In consideration of the receipt and evaluation of this application by the church, I agree and represent that:

- The information contained in this application is correct to the best of my knowledge. I understand and agree that providing false or misleading information on this application is grounds for my immediate dismissal, if I am hired.
- I authorize any references, schools, current or former employers, current or former supervisors, churches, or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment. I hereby release any individual, employer, church, denominational agency or official reference, or any other person or organization, including record custodians, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of 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, excepting only the communication of knowingly false information. I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** A facsimile or photocopy of this authorization shall be as valid as the original.

I (check one)

- ☐ waive
☐ do not waive

any right that I may have to inspect any information provided about me by any person or organization described above.

Should my application be accepted, I agree to be bound by the bylaws and policies of the church and to refrain from any conduct in violation of the church's teaching.

I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the church for either employment or in any pre-employment interview is intended to or shall create a contract between myself and the church for either employment or the providing of any benefit. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

Signature of applicant (unsigned applications will not be considered)

Key Point: If this application is returned by mail, please address it to: *Attn: Preschool Director* and mark the envelope *Personal and Confidential*.

FOR CHURCH USE ONLY (please initial each entry)

Reference	Reference Form		Follow-Up Letter		Telephone Interview	
	Date Mailed	Reply Date	Date Mailed	Reply Date	Date Called	Form Completed
Current or Last Employer						
Employer 2						
Employer 3						
Ref. 1						
Ref. 2						

BURNT HICKORY WEEKDAY EDUCATION APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: To assist us in better understanding your qualifications and interests, and to assure the fullest consideration, please provide all of the information requested on this application. Please read the “applicant’s statement” found on page 1 of this application form before answering any of the questions. Sign the application on page 1 after completing the application and return it to the weekday office. PLEASE PRINT OR TYPE ALL INFORMATION.

PERSONAL

Last name	First Name	Middle Name	Date of Application
Address		City, State, Zip Code	
Home Telephone	Cell Phone	Email Address	
If you have used another name other than the one listed above during the last five, years, please list it here:			

Are you 18 years of age or older?

- ☐ Yes
☐ No

POSITION AND AVAILABILITY

What position(s) are you seeking? <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Assistant <input type="checkbox"/> Other _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Date you would be available to start:	Days of the week you would be available: <input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Wednesday
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BACKGROUND

Please provide the following information concerning your church attendance over the past five years:

Current Church	Date Attended	Address	Phone
Previous Church			
Previous Church			

Are you a United States Citizen or alien legally authorized to work in the United States?

- ☐ Yes
☐ No

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense?

- ☐ Yes (if yes, please explain fully on a separate sheet)
☐ No

EDUCATION

Circle the highest grade completed: 8 9 10 11 12 GED College: 1 2 3 4 Graduate School: 1 2 3 4

List all schools beginning with high school:

School	City/State	Graduate?		Degree/Major
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

TRAINING AND EXPERIENCE

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

PERSONAL REFERENCES

List below two personal references who are well acquainted with you. Do not list relatives.

Name	Name
Address	Address
City	City
State	State
Zip	Zip
Telephone Number	Telephone Number

List each county and state of residence for the past 5 years:

Name of County (following the name please indicate the number of different residential addresses within each county)	State	Date (year or years)

EMPLOYMENT HISTORY

List your last 3 employers beginning with your current or most recent employer:

Current or Last Employer	Address, City, State, Zip	
Position	Supervisor or Contact Person for Reference	Telephone Number with area code
Beginning Date (mo/yr) Ending Date (mo/yr) Starting Salary	Ending Salary Reason For leaving	
Please describe your duties		

Current or Last Employer	Address, City, State, Zip	
Position	Supervisor or Contact Person for Reference	Telephone Number with area code
Beginning Date (mo/yr) Ending Date (mo/yr) Starting Salary	Ending Salary Reason For leaving	
Please describe your duties		

Current or Last Employer	Address, City, State, Zip	
Position	Supervisor or Contact Person for Reference	Telephone Number with area code
Beginning Date (mo/yr) Ending Date (mo/yr) Starting Salary	Ending Salary Reason For leaving	
Please describe your duties		

EXPLAIN YOUR INTEREST

Write a short paragraph telling why you are interested in applying for this position, your understanding of the program, and what you think would be expected of you in this position. (You may also use the back for additional space)

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Also use this section to expand any statements made in other sections of this application form. Attach additional sheets if necessary.