



**APPLICATION
DEADLINE:
Submit to Church Office
by OCTOBER 5, 2017**

First Baptist Academy
2635 Main Street
Hurricane, WV 25526
(304) 562-0700

Director Employment Application

Your interest in **First Baptist Academy** is appreciated. We invite you to fill out the following application and return it to our office as soon as possible. If an opening occurs for which it appears you are qualified, a personal interview will be arranged.

PERSONAL INFORMATION

Applicant's Name: _____

Social Security Number: _____ **Date of Birth** _____

Address: _____

Home Telephone Number: () _____ **Mobile Number:** () _____

Are you twenty-one years old or older? _____

Primary Emergency Contact: Name _____ **Phone Number** _____
Relationship _____

Secondary Emergency Contact: Name _____ **Phone Number** _____
Relationship _____

Have you ever been convicted of a felony (in the last ten years)? If so, explain: _____

Have you ever pled guilty/no contest to or been convicted of child abuse, molestation, or any improper conduct involving a minor? If so, explain: _____

Do you have physical limitations that would prohibit you from performing normal job duties as the director? If so, explain:

EDUCATION, TRAINING AND EXPERIENCE (as applicable)

HIGH SCHOOL NAME: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

COLLEGE/UNIVERSITY NAME: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

GRADUATE SCHOOL NAME: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

MILITARY: _____

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

Please list any additional education, training and/or certifications not listed above. _____

List your three most recent employers:

Name: _____ Position held: _____

Dates of Employment: From: _____ To: _____

Name: _____ Position held: _____

Dates of Employment: From: _____ To: _____

Name: _____ Position held: _____

Dates of Employment: From: _____ To: _____

List three references (not relatives):

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

CHRISTIAN BACKGROUND

Are you currently a member of First Baptist Church of Hurricane? Yes _____ No _____

If not a First Baptist Church of Hurricane member will you be willing to transfer your membership?

Yes _____ No _____

What Church are you a member of? _____

How long have you been a Christian? _____

What is your local church affiliation? _____

Pastor's Name: _____

Church Address: _____

Are you active in your church? _____ If so, in what capacity? _____

Do you believe the Bible to be the inspired and infallible WORD of GOD? _____

What is your motive for seeking a position in a Christian early childhood development center? _____

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by First Baptist Academy.

I understand that any employment is conditioned on the following criteria: a Statement of Criminal Record, Criminal Background Check, CIB Fingerprint Check, FBI Record, Child Maltreatment Record Search Release and Result Form, a Mantoux tuberculosis screening, three letters of reference, a health history and physical exam. I authorize First Baptist Academy to thoroughly investigate all statements contained in my application or resume, disclose information regarding my former employment, character and general reputation to and I authorize my former employers and references to First Baptist Academy, without giving me prior notice of such disclosure. In addition, I release First Baptist Academy, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without prior notice, at the option of either myself or First Baptist Academy. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon First Baptist Academy unless made in writing.

If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by First Baptist Academy as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to First Baptist Academy the results of the examination, which results shall remain confidential and segregated from my personal file. I understand that my employment or continued employments, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by First Baptist Academy Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate First Baptist Academy to hire. If hired, I agree to abide by all of First Baptist Academy work rules, policies, and procedures. First Baptist Academy retains the right to revise its policies or procedures, in whole or part, at any time.

Date: _____

Signature of Applicant: _____

OFFICE USE ONLY

Date of Hire: _____

Resume Attached: Yes _____ No _____ **Reference**

Letters Attached: Yes _____ No _____

Copy of Driver's License Attached: Yes ___ No _____ **Starting**

Pay: _____

Notes:

Completed by Initials: _____