

# EMPLOYMENT APPLICATION

TENNESSEE BAPTIST CHILDREN'S HOMES, INC.  
P.O. BOX 2206, BRENTWOOD, TENNESSEE 37024

NOTE: Please print in ink or type.

Name (Last, Middle, First)		Email Address			Application Date	
Street Address		City, State, Zip Code				
Telephone Number	Other Telephone where you may be reached	Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not a citizen, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Position or Type of Work Desired		Minimum Salary Acceptable \$ _____ per _____		Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	Date Available for Work
CIRCLE HIGHEST GRADE COMPLETED		College		Other		
1 2 3 4 5 6 7 8 9 10 11 12		1 2 3 4				
SCHOOL NAME, CITY, AND STATE		No. Yrs. Attended	Major	Minor	Cumulative GPA	Degree
High School						
College						
College						
Graduate School						
Seminary						
Trade or Correspondence						
Other Training						
Courses in School of Particular Interest			Office Held or Honors Received			
School Activities in Which you Participated (High School, College, Other)						
Are you attending school now? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of School and Location				

Have you served in the U.S. military? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Service (Month & Year) From                      To	Branch of Service
Do you have reserve or Nat'l Guard Obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description of duties in the service including special training	
Professional Organizations, Hobbies, Recreational Activities:		
Computer Software Which You Have Had Experience or Training <input type="checkbox"/> Microsoft Windows <input type="checkbox"/> WORD <input type="checkbox"/> EXCEL <input type="checkbox"/> POWERPOINT <input type="checkbox"/> ACCESS <input type="checkbox"/> BLACKBAUD Other: _____		
Areas in Which You Have Had Experience or Training <input type="checkbox"/> Secretarial <input type="checkbox"/> Receptionist <input type="checkbox"/> Photography <input type="checkbox"/> Typing _____ WPM <input type="checkbox"/> Education <input type="checkbox"/> Maintenance <input type="checkbox"/> Social Work <input type="checkbox"/> Administration <input type="checkbox"/> Accounting <input type="checkbox"/> Supervision <input type="checkbox"/> House Parent <input type="checkbox"/> Art/Design <input type="checkbox"/> MAPP <input type="checkbox"/> Counseling <input type="checkbox"/> Other _____		

Name of Character Reference (Pastor-include Church name)	Address, City, State, Zip Code  Email Address:	Telephone #	Yrs. Known
Name of Character Reference (Not Relative or Former Employer)	Address, City, State, Zip Code  Email Address:	Telephone #	Yrs. Known
Name of Character Reference (Not Relative or Former Employer)	Address, City, State, Zip Code  Email Address:	Telephone #	Yrs. Known
Name of Character Reference (Not Relative or Former Employer)	Address, City, State, Zip Code  Email Address:	Telephone #	Yrs. Known

**All employees must be a member of an evangelical Christian church --- Please list your local Church Membership, Address, Phone number and how long you have been a member:**


**LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT**

Name of Company		Address/City/State/Zip		Email Address	
Position	Dates Employed (Month/Year) From                      To	SALARY Beginning                      Ending \$                                      \$		Immediate Supervisor (include telephone #)	
Duties You Performed					
Major Accomplishments in this Job					
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If now employed, why do you wish to make a change? If not employed, reason for leaving last job.			

Name of Company		Address/City/State/Zip		Email Address	
Position	Dates Employed (Month/Year) From                      To	SALARY Beginning                      Ending \$                                      \$		Immediate Supervisor (include telephone #)	
Duties You Performed					
Major Accomplishments in this Job					
Reason for leaving					

Name of Company		Address/City/State/Zip		Email Address	
Position	Dates Employed (Month/Year) From                      To	SALARY Beginning                      Ending \$                                      \$		Immediate Supervisor (include telephone #)	
Duties You Performed					
Major Accomplishments in this Job					
Reason for leaving					

Name of Company		Address/City/State/Zip		Email Address	
Position	Dates Employed (Month/Year) From                      To	SALARY Beginning                      Ending \$                                      \$		Immediate Supervisor (include telephone #)	
Duties You Performed					
Major Accomplishments in this Job					
Reason for leaving					

The unique and special nature of the TENNESSEE BAPTIST CHILDREN'S HOMES, INC., requires all employees to manifest conduct and actions which project an image consistent with the expressed purpose and mission of the Tennessee Baptist Children's Homes and that of the Tennessee Baptist Convention (TBC). The TBC is comprised of member Tennessee Baptist churches which regard TBCH and the TBC as organizations of influence based upon the values of trust and respect. It is, therefore, imperative that employees of Tennessee Baptist Children's Homes favorably represent TBCH and the TBC.

Conduct which brings embarrassment to TBCH or TBC or impedes their credibility either with member churches and/or the general public is unacceptable. Conduct or other actions which are inconsistent with that normally expected of Tennessee Baptists and other Christians are unacceptable. Therefore, conduct or other actions which are perceived as inconsistent with the beliefs, faith and mission of Tennessee Baptists are unacceptable. Examples of such conduct are involvement with alcohol, illegal drugs, tobacco products, pre-marital sex or extramarital sex, cohabitation apart from the marriage relationship, homosexuality and outside interests and pursuits which would normally be considered incompatible with the mission of TBCH and that of the TBC.

Tennessee Baptist Children's Homes has not only the right, but also the responsibility to do everything possible to insure that the stated purpose and mission of TBCH and that of the TBC continue in the highest tradition and are not harmed or impeded by unacceptable behavior on the part of employees of TBCH.

Consistent with this purpose, Tennessee Baptist Children's Homes policy is to insure that all applicant and employee behavior meets TBCH standards of acceptable conduct. As a part of this policy, an individual's current, past and future conducts are reviewed. Therefore, please respond accordingly to the inquiry below. A "yes" answer may not automatically disqualify you from further consideration for employment, as each individual's circumstances are reviewed.

Do you have, or have you had, any lifestyle, conduct, or activity which would project an image which could embarrass Tennessee Baptist Children's Homes or the TBC or impede their credibility with member churches and/or the general public as referred to above?

YES       NO      If "yes," please explain:

Do you currently use either of the following?	Alcohol <input type="checkbox"/> Yes <input type="checkbox"/> No	Illegal Drugs <input type="checkbox"/> Yes <input type="checkbox"/> No	
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Have you ever been fired or otherwise asked to leave a job? If so, please explain:

Note: A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Have you ever been convicted of a misdemeanor or felony?  Yes  No      If "yes," please explain:

Note: A "yes" answer does not automatically disqualify your from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?  Yes  No      If "yes," please explain:

Note: A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Do you have any physical or mental health condition(s) or impairment(s) that could limit you from satisfactorily performing the job(s) for which you are applying?  Yes  No  
If "yes," please explain and indicate what type of job accommodations might be made to enable you to perform the job for which you are applying:

**TESTING:**

A battery of tests may be required of applicants before recommendation for employment.

Individuals with a disability who require accommodations to take required tests should inform the tester when contacted so needed accommodations can be made.

A drug/alcohol test is required after a conditional job offer has been made and before a potential employee begins work. The applicant's signature on the last page of this application indicates consent given for this testing.

Certain job classifications may require a medical examination after a conditional job offer has been made and before a potential employee begins work.

**UNEMPLOYMENT INSURANCE:**

Tennessee Baptist Children's Homes is not subject to the Tennessee Unemployment Insurance Laws and therefore unemployment benefits cannot be drawn based on wages earned at TBCH.

TBCH may have opportunity to share your application with other Tennessee Baptist agencies, boards, churches, associations, etc. Do you give permission for the application to be shared when applicable?  Yes  No

**PLEASE REVIEW YOUR ANSWERS CAREFULLY BEFORE SIGNING THE STATEMENT BELOW**

**IMPORTANT: Please read each paragraph carefully before signing.**

By my signature placed below, I affirm that the information provided in this employment application is true and complete. I understand that if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than for payment, at the rate agreed upon, for services actually rendered. I agree to immediately notify Tennessee Baptist Children's Homes if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application. I also authorize Tennessee Baptist Children's Homes to contact my present employer (unless otherwise noted in this application form), past employers and listed references and other references that might know of my qualifications for employment.

I authorize any person, school, current employer (except as previously noted), past employer(s) and organizations who might know of my qualifications for employment to provide Tennessee Baptist Children's Homes with relevant information and opinion that may be useful to TBCH in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I understand that a background check, including fingerprinting, personal credit history, driving record and criminal and civil history records will be conducted prior to a job offer.

I understand that after a conditional job offer has been extended to me, but before I begin work, I will be given a drug/alcohol test. My signature on this application gives consent for this drug/alcohol test.

I understand and agree that, if hired, I may be required to submit to a drug/alcohol test if Tennessee Baptist Children's Homes determines it has a reasonable suspicion that I am using or under the influence of drugs or alcohol. I also understand and agree that, if hired, I may be required to submit to a search of my personal property if TBCH determines it has a reasonable suspicion of theft or possession of drugs, alcohol, weapons, or stolen property on TBCH property.

I understand that this application does not create a contract of employment and that if hired, my employment will be for an indefinite period of time. TENNESSEE BAPTIST CHILDREN'S HOMES ADHERES TO THE LEGAL DOCTRINE OF EMPLOYMENT AT WILL FOR ALL EMPLOYEES. THIS DOCTRINE STATES THAT EMPLOYMENT RELATIONSHIPS ARE FOR AN INDEFINITE TERM AND CAN BE TERMINATED AT ANY TIME "FOR GOOD CAUSE, FOR BAD CAUSE, OR FOR NO CAUSE AT ALL." I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

This application will be retained for 12 months, then destroyed. You may ask that it be retained an additional 6 months or reapply if you so desire. If employed, this Employment Application will become part of your permanent file.

Signature

Date

**SIGNATURE IS REQUIRED FOR APPLICATION TO BE COMPLETE**

## Recent Employment Assessment

NOTE: Please assess yourself for each of the last two jobs held, including the current one. (Use only one sheet for each job.)

Name

Name of Company

Date Employed

1. What were the major activities you performed? Indicate which ones you did very well, and which most poorly.

2. What were your major accomplishments in this job?

3. What were your most acute problems in this job, and how did you deal with them?

4. Why did you leave this position (or wish to)?

5. What do you consider your major business strengths?

6. What qualities or skills do you need to develop further?

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