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**EMPLOYMENT APPLICATION**

**Requirement for a complete application:**

\_\_\_\_ Letter of Introduction

\_\_\_\_ Completed Application

\_\_\_\_ Resume

\_\_\_\_ Reference Letters (minimum of 2)

An incomplete application may disqualify the applicant

801 Historic 66 W

Waynesville, Missouri 65583

 Phone: (573) 774-6431

Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

 *“Love God, Love Others, Serve.”*

ALL SECTIONS MUST BE FULLY COMPLETED, EVEN IF YOU SUBMIT A RESUME. PLEASE TYPE OR PRINT CLEARLY. IF YOU HAVE NO INFORMATION TO RECORD, USE “N/A” FOR NOT APPLICABLE.

(All applications will remain on file for a minimum of 90 days.)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle

Other Name (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please provide information relative to change of name or nicknames to check work or school records.

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

 Street City State Zip Code

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently authorized to work legally in the United States? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

Which position (s) are you applying for?

\_\_\_\_\_ Senior Pastor \_\_\_\_\_ Office Manager \_\_\_\_\_ WCA Principal

\_\_\_\_\_ Youth Pastor \_\_\_\_\_ Financial Sec. \_\_\_\_\_ WCA Teacher

\_\_\_\_\_ Children’s Pastor \_\_\_\_\_ Custodian \_\_\_\_\_ WCA Preschool Teacher Asst.

\_\_\_\_\_ Preschool Ministry Coord. \_\_\_\_\_ Church Clerk \_\_\_\_\_ WCA Teacher Sub.

\_\_\_\_\_ Nursery Care Provider \_\_\_\_\_ Maintenance \_\_\_\_\_ WCA Aftercare

\_\_\_\_\_ Outreach Pastor \_\_\_\_\_ Family Ministry Asst. \_\_\_\_\_ WCA Cook

\_\_\_\_\_ Worship Pastor \_\_\_\_\_ Summer Intern \_\_\_\_\_ WCA Janitor

\_\_\_\_\_ Life Group Pastor \_\_\_\_\_ Ministry Intern \_\_\_\_\_ Special Project (Term)

\_\_\_\_\_ Senior Adult Coord. \_\_\_\_\_ Administrator \_\_\_\_\_WCA Preschool Director

**EDUCATIONAL TRAINING AND SKILLS**

List all educational training including high school attended.

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/ University | Course of StudyMajor Fields | Course of StudyMinor Fields | Diplomas, Degrees, Certificates or # of Hours |
|  |  |  |  |
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Please list any additional or special seminars, trainings, or course, that you feel will help you with the applied position:

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**WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| DatesFrom / To | Employers Address | Position Held / Duties | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
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Please describe any circumstances surrounding a break in employment of one or more years:

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Have you ever been dismissed, non-renewed, terminated, or have you resigned employment to avoid discipline or discharge? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No If yes, please provide an explanation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL AND PROFESSIONAL REFERENCE**

List below only those persons (not relatives) who know about your ability, work habits and/or qualifications for the position for which you are applying. Qualification of applicants under consideration will be thoroughly investigation by correspondence, telephone, or personal contacts.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Address | Phone |
|  |  |  |  |
|  |  |  |  |
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Questionnaire:

1. Why are you interested in this position?
2. Please describe your ability and/or experience in dealing with the public (“people skills”).
3. Describe your concept of ministry?
4. Describe your salvation (Please use additional paper if needed to explain)?
5. If you are employed by Westside Baptist Church, what important skills, values and/or personal qualities would you bring to your assignment to assure a successful experience?

**PERSONAL BACKGROUND**

1. Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than $100.00. DO NOT exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). Yes\_\_\_\_\_ No\_\_\_\_\_
2. Have you ever received a suspended imposition of sentence or suspended execution of sentence for which you were felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentence to jail or for jail or for which the fine was less than $100.00. DO NOT exclude offense related to driving while intoxicated (DWI) or driving under the influence (DUI).

Yes\_\_\_\_\_ No\_\_\_\_\_

1. Have you ever plead guilty or nolo contendere (no contest), or entered an Alford plea, to a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentence to jail or for jail or for which the fine was less than $100.00. DO NOT exclude offense related to driving while intoxicated (DWI) or driving under the influence (DUI). Yes\_\_\_\_\_ No\_\_\_\_\_
2. Has any record pertaining to you concerning any arrest, charge, plea, conviction, or sentence for any felony, misdemeanor, or ordinance ever been expunged? (Exclude traffic offenses for which you were not sentence to jail or for jail or for which the fine was less than $100.00. DO NOT exclude offense related to driving while intoxicated (DWI) or driving under the influence (DUI).

Yes\_\_\_\_\_ No\_\_\_\_\_

1. Are you currently on probation or parole? Yes \_\_\_\_\_ No\_\_\_\_\_
2. Are you currently out on bail or on your own recognizance pending trial of any criminal charge?

 Yes \_\_\_\_\_ No\_\_\_\_\_

1. Has the Missouri Division of Family Services or a similar agency in any other state or jurisdiction ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child? Yes\_\_\_\_\_ No\_\_\_\_\_

**NOTICE TO APPLICANT**

* Complete applications will be screened, and applicants will be selected for personal interviews.
* You will be notified by a staff member or chairman of the personal committee if and when you are selected to be interviewed.
* Applicants are notified in writing when the decision is made.

**Signature Section**

Please Read Carefully

I certify that I have read each question carefully and that every answer is accurate and complete. I understand that omission of any information and/or any false, inaccurate, or misleading answer will be grounds for refusal to hire, or if I have been hired, for termination of my employment.

I authorize the Westside Baptist Church to communicate with the reference provided on this application, as well as, any and all former employers, and persons with knowledge of my employment, irrespective of whether such person are specifically named herein. Since information concerning my performance is furnished at my specific request, I give permission for all such references, as well as other prior employers, school officials and other persons with knowledge of my employment to provide a full and complete response to any inquiries by the Westside Baptist Church in connection with this Application for Employment without any liability for the information provide. I agree that the information will not be disclosed to me, but will be treated as confidential by the church.

This application with all inclusion and attachments becomes the property of the church. The church reserves the right to accept or reject it.

I understand that any offer of employment with the church is conditional and is contingent upon satisfactory completion of a criminal and child abuse/neglect record check and approval by the deacons of the church. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, as may be appropriate. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the church has a compelling interest in the safety and welfare of its members. Therefore, the church is permitted by law, and has an obligation, to request criminal and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records. Applicants and employees must report any arrests, charges, pleas, convictions and/or sentences that occur after they complete this form.

I understand that acceptance of an offer of employment creates no obligation upon the church to continue to employ me in the future.

If the Westside Baptist Church employs me, I will support the ministerial programs and continue my professional growth to the best of my ability and within reasonable professional and personal standards.

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

Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last