

CENTRAL BAPTIST CHURCH-BEARDEN
APPLICATION FOR EMPLOYMENT/AND OR VOLUNTEER SERVICE
6300 Deane Hill Drive
Knoxville, Tennessee 37919
865-588-0586

Applicants are considered for all paid positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

If you are 17 years of age or younger, you must complete all applicable questions, but a parent must sign the application for you.

DATE OF APPLICATION: _____

NAME: _____
Last First Middle Nickname; "go-by" name

GENDER: _____

SOCIAL SECURITY NUMBER: _____

PRESENT ADDRESS: _____ How long have you lived there? _____
Street City State Zip

PREVIOUS ADDRESS: _____ How long did you live there? _____
Street City State Zip

PREVIOUS ADDRESS: _____ How long did you live there? _____
Street City State Zip

TELEPHONE: Home _____ Work _____ Cell or Other _____

E-MAIL ADDRESS: _____

Volunteer or paid position(s) applying for: _____

DO YOU HAVE A CURRENT DRIVER'S LICENSE? Yes _____ No _____

If yes, list number: _____ State _____

The next two questions may be answered during your interview if you prefer. Your answers will not automatically disqualify you from employment or volunteer service with us.

Have you ever been convicted of or pled guilty or no contest to a crime other than a minor traffic violation? Yes _____ No _____

Are you now under charges for any criminal offense? Yes _____ No _____

If Yes, please explain:

I acknowledge and agree that I am obligated to give immediate notification to the church administrator if anything in my status changes.

Signature

Date

CHURCH MEMBERSHIP:

Name and address of church of which you are a member: _____

Year and approximate date you joined: _____

List name and address of other churches to which you have belonged or which you have attended regularly during the past five years:

Church Name	Address	Dates

Previous church service in the area desired or service with youth and children.

1) Applicants need to know that your previous church record will be checked, and 2) As a volunteer representing Central Baptist Church of Bearden, the church assumes that your lifestyle and teaching are consistent with the 1963 Baptist Faith and Message.

PERSONAL REFERENCES:

List three persons who know you personally. List at least one church member. Do not list relatives or church staff.

Name: _____ Relationship: _____

Complete address: _____ Telephone No. _____

Name: _____ Relationship: _____

Complete address: _____ Telephone No. _____

Name: _____ Relationship: _____

Complete address: _____ Telephone No. _____

If you are applying for a volunteer service position; skip the remainder of this page and all of page 3. Complete pages 4 and 5.

WORK REFERENCES:

List three persons who have first hand knowledge of your job-related skills. Do not list relatives.

Name: _____ Relationship: _____

Complete address: _____ Telephone No. _____

Name: _____ Relationship: _____

Complete address: _____ Telephone No. _____

Name: _____ Relationship: _____

Complete address: _____ Telephone No. _____

EMPLOYMENT RECORD:

Start with your present or most recent position. Use another page if additional space is needed. If you are presently employed, may we contact your present employer at this time? Yes _____ No _____

Name of Employer _____ Telephone No. _____

Address _____

Name & Position of Immediate Supervisor _____ Date of Employment: From _____ To _____

Your Position, Title & Duties _____

Reason for Leaving _____

Name of Employer _____ Telephone No. _____

Address _____

Name & Position of Immediate Supervisor _____ Date of Employment: From _____ To _____

Your Position, Title & Duties _____

Reason for Leaving _____

Name of Employer _____ Telephone No. _____

Address _____

Name & Position of Immediate Supervisor _____ Date of Employment: From _____ To _____

Your Position, Title & Duties _____

Reason for Leaving _____

EDUCATION BACKGROUND:

	Years Completed	Degree Rec. and Major Sub.	Name of School	Location	Did you Graduate?
High School					
College					
Graduate School or Seminary					

Describe any other specialized or professional training. If you are presently enrolled in school, what are you studying?

Professional certification or licenses that qualify you for work desired. _____

I certify that the information in this application is true and accurate to the best of my knowledge. I understand that false or misleading information will lead to my termination or dismissal from employment or voluntary service, as applicable. I also acknowledge and agree that nothing contained in this application will be deemed to create a contract for, or an offering of, employment with Central Baptist Church of Bearden, and if offered a position for employment or volunteer service, absent any other agreement or writing with or from Central Baptist Church of Bearden stating otherwise, I may be terminated for any or no reason at any time.

I hereby authorize you to verify all information contained on this application with former employers, references, or appropriate personnel or resources. I authorize that any personnel at the above listed places of employment or reference may disclose any and all information regarding my work history, personal characteristics, salary, work habits, or other areas of importance to this organization.

Furthermore, I waive the right to bring any claims against the aforementioned references for releasing such requested information.

I understand this authorization and termination policy and agree to the release and verification of the aforementioned information.

Applicant Signature _____
Date

If applicant is a minor _____
Parent Signature Date

Authorization and Release for Criminal Record Background Check and Re-checks

I understand that, in connection with this application, Central Baptist Church of Bearden has been authorized by me, pursuant to a separate document called "Notice/Authorization and Release for the Procurement of an Investigative Report," to conduct an initial background check on me and to conduct subsequent re-checks at any time.

Applicant Signature _____
Date

If applicant is a minor _____
Parent Signature Date

For Office Use Only

Date Employed _____ Date Reported to Work _____ Date Terminated _____

Reason Terminated _____

**NOTICE/AUTHORIZATION AND RELEASE FOR THE PROCUREMENT
OF AN INVESTIGATIVE REPORT**

I, the undersigned, do hereby authorize **CENTRAL BAPTIST CHURCH OF BEARDEN** (“**Central Baptist Church**”), by and through its independent contractor, **KROLL BACKGROUND AMERICA, INC.** (“**KBA**”), to procure an investigative report on me.

The purpose of this report will be to disclose any convictions I have incurred with respect to child abuse or any related crimes, such as crimes involving pornography or physical abuse (including family violence). If I am applying for an employment position with Central Baptist Church, I understand that additional investigative reports may also be procured on me as well.

I further understand that, upon written request to **KBA** within a reasonable time after the date hereof, I am entitled to a complete and accurate disclosure of the nature and scope of any investigative report of which I am the subject. **KBA**’s address for this purpose is 1900 Church Street, Suite 400, Nashville, Tennessee 37203. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et. seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **Central Baptist Church**, by and through **KBA**, including, but not limited to, any and all courts, public agencies, and law enforcement agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release **Central Baptist Church, KBA** and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands by me, my heirs or others making such claims or demands on my behalf, for providing **Central Baptist Church** any investigative report hereby authorized.

I understand that this Notice/Authorization and Release form shall remain in effect for the duration of my employment or volunteer position with Central Baptist Church, as applicable, and that **Central Baptist Church** may update any investigative report on me at any time. Additionally, I give permission to investigate any incidents or workplace misconduct or misconduct during my employment or volunteer service, including, but not limited to, sexual harassment or abuse, for which I am alleged to have been involved. Further, I certify that the information contained on this Notice/Authorization and Release form is true and correct and that I may be denied employment or permission to serve in a voluntary position based on my false, omitted or fraudulent information.

I acknowledge and agree that nothing contained in this Notice/Authorization and Release form will be deemed to create a contract for, or an offer of, employment with **Central Baptist Church**.

Signature: _____

Printed Name: _____

Date: _____

PRE-EMPLOYMENT DRUG TESTING CONSENT AND RELEASE FORM

I hereby consent to submit to urinalysis and/or other tests as shall be determined by Central Baptist Church in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I agree that:

**Mobile Diagnostics, Inc
4605 Papermill Road, Suite 1
Knoxville, Tennessee 37909
856-584-3926**

may collect these specimens for these tests and may test them or forward them to a testing laboratory designated by the company for analysis.

I further agree to and hereby authorize the release of the results of said tests Central Baptist Church of Bearden..

I understand that it is the current illegal use of drugs and/or abuse of alcohol that prohibits me from being employed Central Baptist Church of Bearden.

I further agree to hold harmless Central Baptist Church of Bearden and its agents (including the above named physician or clinic) from any liability arising in whole or part out of the collection of specimens, testing, and use of the information from said testing in connection with the Central Baptist Church of Bearden’s consideration of my employment application.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant:
Print Name _____ S.S.#: _____ - _____ - _____

Applicant:
Signature _____ Date: _____ / _____ / _____

Witness Printed Name: _____

Witness Signature: _____