



GARDENDALE NAZARENE MINISTRIES

GARDENDALE NAZARENE DAYCARE
GARDENDALE CHRISTIAN ACADEMY

APPLICATION for EMPLOYMENT

Position Desired:

_____ Teacher _____ age level

_____ Assistant Teacher

_____ Kitchen Personnel

_____ Custodian

Full Time _____
OR

Part Time _____

Personal Info

First Name	Middle	Last
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Address	City	Zip
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Home Phone	Cell Phone
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Social Security #	Female / Male
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According to our policy, an employee must be 19 or older, does this apply to you? Yes/ No Month/day_____

Can you after employment, submit a birth certificate or other proof of U.S. citizenship? Yes/No

Children you have in your home:

Name	Age
_____	_____
_____	_____
_____	_____

If there are preschool children in your home, do you have care for them while you work? _____

If you have school-age children, is there someone who will be responsible for them when they are out of school or sick? _____

Could you work evening hours, or through supper hours, if special needs require this? _____

Do you drive? _____ Do you have a current driver's license? _____
Do you have your own transportation? _____ If not, how could you get to work? _____

What experience have you had in working with groups of children or youth? (Sunday School, baby-sitting, etc.)

Please describe. _____

Do you play a musical instrument? _____ Which one? _____

Other special talents (art, discussion leader, etc.) _____

What hobbies or other interests do you have? _____

Emergency Information: List who to notify in an emergency:

Name	Address	
Phone #	Cell #	Relationship

When could you begin work? _____

What hours can you work? _____

What church are you a member of? _____

Do you attend regularly? _____ At what age were you converted? _____

Briefly state your personal faith in the Lordship of Christ. _____

(You may write on the back sheet of this application if needed.)

Education/Training: Attach transcripts or other verification.

High School graduate? Yes _____ No _____ (How many years did you complete? _____)

If you are not a graduate, do you have a General Education Diploma? Yes _____ No _____

College level completed _____ Degree _____

Name of college(s) or university(ies) _____

Undergraduate Major _____ Minor _____

Membership in college honor societies and other honors, activities:

Other verifiable training: workshops, short courses, etc:

Present membership in professional organization and offices held:

Other activities and accomplishments:

Employment Record: Start with the position LAST held, etc.

<u>Place of Employment</u>	<u>Dates</u>	<u>Position/Duties</u>	<u>Reason for Leaving</u>
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Have you ever been discharged or forced to resign from any position? No _____ Yes _____

If yes, please explain fully _____

References: Do not use relatives. Include at least one past employer and/or teacher. #3 MUST be your pastor. You must supply addresses and telephone numbers.

1. Name _____

Address _____

Business/Position _____ Telephone # _____

2. Name _____

Address _____

Business/Position _____ Telephone # _____

3. Pastor's Name _____

Church _____

Address _____ Telephone# _____

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

I authorize a representative of GARDENDALE NAZARENE DAYCARE and GARDENDALE CHRISTIAN ACADEMY as a prospective employer to inquire as to my record of any person(s) and my former employer(s). In the event I should terminate my employment, I agree to file my resignation two (2) weeks prior to the date effective.

Signature of Applicant _____ Date _____

I further certify that I have been handed a personnel policy, which I have carefully read, and will fully abide by these rules, regulations, and policies.

Signature of Applicant _____ Date _____

I have been told and understand and accept the dress code. I do not smoke, nor do I ever drink alcoholic beverages, nor do I use illegal drugs or live an immoral lifestyle. I understand that any false statement made herein, will void this application and any actions based on it.

Signature of Applicant _____ Date _____

I also acknowledge that a background check will be done.

Signature of Applicant _____ Date _____