



**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
------------	--------	------

\_\_\_\_\_

Address	City	Zip
---------	------	-----

\_\_\_\_\_

Home Phone	Cell Phone
------------	------------

\_\_\_\_\_

Social Security #	Female / Male
-------------------	---------------

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	
		Husband
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>
----------------------------	--------------	------------------------	---------------------------

---

---

---

---

---

---

---

---

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 \_\_\_\_\_