



**Brenham's**  
First Baptist Church

## Employment Application

We are an equal opportunity employer. Everyone will be considered for employment, promotions, transfers, and other conditions of employment without any discrimination prohibited by state or federal law.

**INSTRUCTIONS:** Please complete this form as thoroughly as possible. Use separate sheets to complete answers wherever necessary. Please print, using ball-point pen.

NAME: Last			First			Middle			Date		
CURRENT ADDRESS Street:						Previous Address, If Within The Past Three Years					
City/State/Zip:											
Telephone						Email Address					
What position are you applying for?						Desired Salary					
EDUCATION											
SCHOOL		NAME & ADDRESS OF SCHOOL				COURSE OF STUDY			DEGREE OR DIPLOMA?		
HIGH											
COLLEGE											
OTHER (SPECIFY)											
Please Begin With The Most Recent Employer (Use Additional Paper If Necessary)						May We Contact Present Employer? <input type="checkbox"/> Now <input type="checkbox"/> Later			Date Available		
EMPLOYMENT HISTORY											
COMPANY NAME & ADDRESS				DATES (MO. /YR.)		SALARY		GIVE TITLE AND DESCRIBE DUTIES			
				FROM:		START:					
				TO:		PER					
Supervisor's Name				Reason For Leaving:							
May we contact this employer?				<input type="checkbox"/> Yes <input type="checkbox"/> No				Phone #:			
				FROM:		START:					
				TO:		PER					
Supervisor's Name				Reason For Leaving:							
May we contact this employer?				<input type="checkbox"/> Yes <input type="checkbox"/> No				Phone #:			
				FROM:		START:					
				TO:		PER					
Supervisor's Name				Reason For Leaving:							
May we contact this employer?				<input type="checkbox"/> Yes <input type="checkbox"/> No				Phone #:			

Have You Previously Applied To, Or Been Employed By FBC or FBCS, EEC, Church Nursery or Mother's Day Out? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Where, When, And in What Capacity?		All Job Offers Are Contingent On The Applicant's Being Authorized To Work In The United States In Compliance With The Immigration Reform And Control Act Of 1986. Can You Furnish Such Proof? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do You Have Any Relatives Presently or Formerly Employed By FBC or FBCS, EEC, Church Nursery or Mother's Day Out? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Where, When, And in What Capacity?		Are you a Christian? <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>** FBC and all its affiliates reserve the right to ask this according to our rights under Section 702 of Title VII of the Civil Rights Act.</b>		
Have You Ever Been Convicted Of A Felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain.				
Have You Ever Been Charged with, Indicted for, or pled guilty to any type of Crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain.				
Have You Ever Been Investigated by Child Protective Services? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain.				
<b>MILITARY DATA</b>	SERVE? <input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH OF SERVICE	DATES (MO. /YR.) FROM:            TO:	DATE OF DISCHARGE
Membership In Business Or Professional Organization Which Relate To Your Academic Professional Qualifications For This Position:				
Are You Available For Overtime If Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No Any Restrictions?		PLEASE LIST ANY OTHER NAMES UNDER WHICH YOU HAVE PREVIOUSLY BEEN EMPLOYED:		
How Did You Come In Contact With Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency (Specify) _____ <input type="checkbox"/> Church Employee (Name) _____ <input type="checkbox"/> Referral <input type="checkbox"/> Other (Specify) _____				
In Case Of Emergency Notify: Name _____ Relationship to you: _____ Telephone: ( ) _____ Address _____				
Special Skills, Experience Or Education Warranting Further Discussion:				
List three personal references (Do not include relatives or the employers you listed in the Employment History section. If you are a college student or recent graduate, please include a faculty reference.)				
<b>Name</b>	<b>Occupation</b>	<b>Telephone No.</b>	<b>Years Known</b>	
Do you consider yourself a positive role model? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain here:		
Is there anything that might keep you from effectively working with children or that might cause a child potential harm? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain here:		
Is there anything that would keep you from performing the essential functions of your job (as defined in the job description for which you are applying)? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain here:		

**COMPLETE THIS SECTION ONLY IF APPLYING FOR A JOB  
WITH FBC NURSERY FACILITY, EEC OR MOTHER'S DAY OUT**

**WORK EXPERIENCE WITH CHILDREN**

Nursery Ages:	Sunday School Ages:
Other Ages?	
Because some of our children have allergies, we need to know: Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any restrictions that would prevent you from performing your responsibilities in the nursery? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
<b><u>Additional Forms required for Childcare workers:</u></b>	
<input type="checkbox"/> Child Care Center Staff Information Record (TDPRS Form # 2947, updated June 2003) <input type="checkbox"/> (If Hired) FBC Nursery Personnel Policies and Signature Page returned <input type="checkbox"/> (If Hired) Church Personnel Policies and Signature Page returned	

**\*\*\* All applicants complete following sections/pages.  
CERTIFICATION AND AGREEMENT**

I understand that any employment with the Church/School, EEC, Church Nursery or Mother's Day Out is contingent upon my ability to provide documentation establishing my legal right to work in the united states, within (3) work days of my date of hire, per the terms of the "immigration reform and control act of 1986". I understand and agree that my employment will be subject to immediate termination in the event I do not possess the legal right to work in the United States or cannot provide satisfactory documents to that effect.

I also understand, and hereby grant, to the church/school, the right to make a thorough investigation of my entire education, check references, work, and personal history in connection with my application for a position; and in connection with any other position I may be considered for at a later date, and to verify all data in my application for employment, related papers, or oral interviews. I authorize the church/school to make any inquiry or to request any information it may deem necessary or appropriate. I waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.

I do hereby release the church/school, its officers, agents and employees, or any persons giving such information requested by the church/school, from any liability arising out of the making of such an investigation or the requesting, giving, receiving, or using of such information in the determination of whether of not the church/school wished to employ me.

Church/school property, including desks, lockers, cars, etc. are subject to search, at the discretion of the pastor (if he deems there is probable cause), as are employee's vehicles, handbags, briefcases or other belongings which are brought onto church premises. My signature below affirms my understanding and agreement that the church/school reserves this right.

I further understand, and my signature below so affirms, that failure to pass any required physical examination, including lab tests of my bodily fluids will prevent my employment by the church/school. I agree to present myself upon request for such a physical examination.

I certify all information given on this application is true and correct. I understand falsification of this information may, at the discretion of the church/school or its divisions or subsidiaries, subject me to immediate dismissal/termination.

I understand and agree that if I am employed, I shall be employed on an at-will basis. As an at-will employee, I understand that both the church and I can terminate our employment relationship at any time, with or without advance notice and with or without cause. I further understand that, although over the course of employment other terms and conditions of my employment may change, the at-will term of my employment will not change. I understand that no one other than my hiring manager has any authority to enter into any agreement with me contrary to the foregoing and that any contrary agreement entered into by any person other than the hiring manager will be null and void unless it is in writing and co-signed by the pastor.

I also understand that the church's or school's offer of employment is in consideration for and contingent upon acceptance of the above.

I authorize the church/school to supply my employment/service record, in whole or in part, and in confidence, to any prospective or future employer, governmental agency, or other party, with a legal and proper interest therein.

I certify that I have read, understand and accept the church and/or school's personnel policies & procedures. Should my application be accepted, I agree to be bound by the bylaws and policies of the church/school, which are adapted from time to time, and to refrain from unscriptural conduct in the performance of my services on behalf of the church/school. I have been apprised of, understand and support the church's position on the problem of child abuse.

I understand that FBC and its affiliates reserves the right to make employment decisions based on religious affiliation and is permitted to do so by the religious exemptions provided in Section 702 of Title VII of the Civil Rights Act.

I further state that I have carefully read the foregoing release and know the contents thereof; and sign this release as my own free act. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal or termination of employment.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

"Texas law gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected by contacting your licensing representative."

**AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A  
LICENSED OPERATION OR REGISTERED CHILD-CARE HOME**

AN APPLICANT FOR TEMPORARY OR PERMANENT EMPLOYMENT with a licensed child-care facility, licensed child-placing agency or registered child-care home whose employment or potential employment with the facility, agency, or home involves direct interaction with or the opportunity to interact and associate with children must execute and submit the following affidavit with the application for employment:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

**I swear or affirm under penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile:**

1. Been convicted of;
2. Pleaded guilty to (whether or not resulting in a conviction);
3. Pleaded nolo contendere or no contest to;
4. Admitted;
5. Had any judgment or order rendered against me (whether by default or otherwise);
6. Entered into any settlement of an action or claim of;
7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
8. Resigned under threat of termination of employment or volunteerism for;
9. Had a report of child abuse or neglect made and substantiated against me for; or
10. Have any pending criminal charges against me in this or any other jurisdiction for;

**Any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):**

1. Any felony;
2. Rape or other sexual assault;
3. Physical, sexual, emotional abuse and/or neglect of a minor; .
4. Incest;
5. Exploitation, including sexual, of a minor;
6. Sexual misconduct with a minor;
7. Molestation of a child;
8. Lewdness or indecent exposure;
9. Lewd and lascivious behavior;
10. Obscene or pornographic literature, photographs, or videos;
11. Assault, battery, or any violent offense involving a minor;
12. Endangerment of a child;
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
14. Unfitness as a parent or custodian;
15. Removing children from a state or concealing children in violation of a court order;
16. Restrictions or limitations on contact or visitation with children or minors resulting from a court order protecting a child or minor from abuse, neglect, or exploitation; or,
17. Any type of child abduction.

**Except the following (list all incidents, locations, description, and date) (if none, write NONE)**

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

Applicant's Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_

Signature of notary: \_\_\_\_\_  
(Seal, if any, of notary)

My commission expires: \_\_\_\_\_

### A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of our major rights under the FCRA. For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny our application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

**You are entitled to a free file disclosure if:**

- A person has taken adverse action against you because of information in your credit report;

- You are the victim of identify theft and place a fraud alert in your file;

- Your file contains inaccurate information as a result of fraud;

- You are on public assistance;

- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus.

You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

**You must give your consent for reports to be provided to employers.**

A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

**You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened"

offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	<b>Federal Trade Commission: Consumer Response Center - FCRA</b> Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	<b>Office of the Comptroller of the Currency</b> Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	<b>Federal Reserve Board</b> Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	<b>Office of Thrift Supervision</b> Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	<b>National Credit Union Administration</b> 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	<b>Federal Deposit Insurance Corporation</b> Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	<b>Department of Transportation</b> Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	<b>Department of Agriculture</b> Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

CONFIDENTIAL

Background Check Authorization

Print Name: (First) (Middle) (Last)

Former Name(s) and Dates Used:

Current Address Since: (Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: (Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: (Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: DOB:

Telephone Number:

Drivers License Number/State:

The information contained in this application is correct to the best of my knowledge. I hereby authorize First Baptist Church of Brenham, TX and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to First Baptist Church of Brenham, TX or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

\*\* First Baptist Church of Brenham, TX and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: Date:

By signing this Background Check Authorization form, you give First Baptist Church of Brenham, TX the authority to run a Criminal Background Check and a Sex Offenders Register each year for up to 5 years of service.



**Brenham's**  
First Baptist Church

**AUTHORIZATION FOR PRIOR EMPLOYER  
TO RELEASE INFORMATION**

I, \_\_\_\_\_ (Applicant Name), hereby authorize any investigator or duly accredited representative of First Baptist Church/School bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by First Baptist Church/School and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply with this authorization.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date