

West Side Baptist Church

1008 SW 4th St. | Topeka, KS 66606 | Phone (785) 233-4241

APPLICATION FOR EMPLOYMENT

West Side Baptist Church of Topeka, Kansas is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, age, disability or any other protected statuses in accordance with applicable federal, state, and law.

PLEASE PRINT

Date: _____

Name: _____
Last First MI

Position (s) applied for: _____

For checking prior work/educational records, please list all LAST names you have been known as: _____

Address: _____

Phone: _____ Other Phone: _____

Email (if applicable): _____

Type of employment desired: Full Time Part Time Temporary Internship

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no, please explain: _____

Are you legally eligible for employment in this country? Yes No

Proof of citizenship or immigration status will be required upon employment. Employees will be required to complete Form I-9: Employment Eligibility Verification with the Department of Homeland Security's U.S. Citizenship and Immigration Service.

Date available to start employment: _____

Are you able to perform the essential requirements of the job? Yes No

EDUCATIONAL BACKGROUND

High School: _____ Yr. Graduated: _____

Business / Trade: _____ Yr. Graduated: _____

College: _____ Yr. Graduated: _____

Major: _____ Minor: _____

Graduate School: _____ Yr. Graduated: _____

Degree Earned: _____

Graduate School: _____ Yr. Graduated: _____

Degree Earned: _____

List any other experience, training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. Please indicate any other military service which you would like considered in connection with your application for employment: _____

REFERENCES:

1. Name: _____ Relationship: _____
Phone number: _____ Years Known: _____

2. Name: _____ Relationship: _____
Phone number: _____ Years Known: _____

3. Name: _____ Relationship: _____
Phone number: _____ Years Known: _____

OTHER INFORMATION:

List any other information you think relevant to being able to perform job-related functions in the position for which you are applying: _____

PLEASE READ BEFORE SIGNING THE FOLLOWING AFFIDAVIT

The information contained in this application is accurate and complete to the best of my knowledge and belief. I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

In connection with my application for employment, I understand and agree that background inquiries may be requested by you or on your behalf that will seek information as to my character, work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Furthermore, I understand and agree that you may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, previous employment, educational background, and other past experiences. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

Finally, I understand and agree that I am not obligated to disclose sealed or expunged records of convictions or arrests, my criminal record, and that the employer is prevented from asking whether I have had records expunged or sealed. I understand that the employer does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disability Act of 1990. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

If I am hired, I understand that I am required to abide by all policies and practices of West Side Baptist Church of Topeka, Kansas and to comply with the Employee Handbook, any policy or procedure manual, or other communications to employees. I further understand that policies and procedures of West Side Baptist Church are subject to modifications without notice. If I am hired, I understand that I am an "at will employee." This application does not constitute an agreement or contract for employment for any specific period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: _____

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Background Screening Consent

The Applicant should complete all relevant information and sign and date the form. This Background Screening Consent is a legal agreement between West Side Baptist Church of Topeka, Kansas, (hereafter, the Church) and the undersigned party granting permission to conduct a Criminal Background Screening.

I, the undersigned party, am an applicant for employment with West Side Baptist Church of Topeka, Kansas ("the Church"), and have been advised that as part of the application process, *the Church conducts a criminal history background check*. I do hereby authorize the Church and/or its agents to make an independent investigation of my background, past employment, and adult criminal or police records, including those maintained by both public and private organizations and all public records to confirm the information contained on my application and/or obtain other information which may be material to my qualifications for service now and, if applicable, during the tenure of my service with the Church. The Church has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer work. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the Church. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address, and telephone number of the reporting agency as well as the nature, substance, and source of all information.

By voluntarily signing, the undersigned party acknowledges they have carefully read and understand the waiver and its effects, and having ample time to review the waiver and its effects, the undersigned party freely enters into this agreement of their own free will and sound mind. The undersigned party releases West Side Baptist Church and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Last Name: _____ First Name: _____ M.I. _____

Maiden Name or Other Names Used _____

Date of Birth: ____/____/____ Primary Phone Number: _____

Present Address - _____

City _____ State _____ Zip _____

How Long at the Present Address? _____ Gender _____

If less than one year, please provide your immediate former address.

Former Address _____

City _____ State _____ Zip _____

Signature of Applicant: _____ **Date:** _____

Print Name: _____ **Date:** _____

Attach all reports and paperwork to this form. File in permanent records. Confidential.