

OFFICE USE ONLY

Date Received: _____ Position applied for: _____
Review: _____ References check: _____
Background check: _____ Start date: _____
Interview date: _____ Staff approval: _____

**APPLICATION FOR EMPLOYMENT
UNIVERSITY BAPTIST CHURCH/SCHOOL**

6465 Babcock Road San Antonio, TX 78249
School & Voice Mail 699-1070 Church 699-1065 Fax 699-6308
www.ubcsa.org/weeschool Email: weeschool@ubcsa.org

Personal Information

Full legal name: _____
Name Preferred: _____ Other names used: _____
Address: _____ Phone Number: _____
City: _____ Zip Code: _____
Are you over 16 years old? Y / N Can you provide proof of age? Y / N
Social Security #: _____ Marital Status: _____
In Case of an emergency, please notify: _____
Relation: _____ Phone Number: _____

Have you ever been convicted of or pled guilty, no contest or nolo contendere, or received deferred adjudication or probation for any criminal offense, other than for a minor traffic violation? Y / N

Have you ever been accused of, participated in or been convicted of sexual misconduct? Y / N

Spouse's Information

Name: _____ Phone Number: _____
Occupation: _____ Place of Employment: _____

Children/Dependents

	<u>Name:</u>	<u>Age:</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Educational History

High School: _____ Years completed: _____
College: _____ Years completed: _____

Education Courses Completed in the past 5 years – include workshop hours

<u>Course Title:</u>	<u>Number of Hours:</u>	<u>Can you provide certificate of completion?</u>
1) _____	_____	Y / N
2) _____	_____	Y / N
3) _____	_____	Y / N

Number of hours prior to 5 years: _____ Can you provide proof if needed? Y / N
Proof of High School Diploma, GED, or College credit hours must be provided as proof of meeting education qualifications for TDFPS Childcare Licensing.

General Information

Special Talents (art, music, puppets, etc.) _____

Are you a member of University Baptist Church? Y/N

If not, do you have a church home? Y / N Where? _____

Are you comfortable teaching Christian Curriculum? Y / N

Give reason: _____

Have you ever worked in a Christian atmosphere? Y / N

If Yes, Where? _____

Employment History

Current place of employment: _____

Address: _____ Phone Number: _____

Years there: _____ Contact person: _____

Have you ever been discharged or asked to resign by a previous employer? Y / N

Employment for the last 5 years:

Name of Company _____ How Long? _____

Phone Number _____ Title _____

Supervisor _____ May we Contact? Y / N

Name of Company _____ How Long? _____

Phone Number _____ Title _____

Supervisor _____ May we Contact? Y / N

Name of Company _____ How Long? _____

Phone Number _____ Title _____

Supervisor _____ May we Contact? Y / N

Community Involvement / Volunteer Experience

Location: _____	Description: _____
Supervisor: _____	Phone Number: _____
Location: _____	Description: _____
Supervisor: _____	Phone Number: _____
Location: _____	Description: _____
Supervisor: _____	Phone Number: _____

References

Name: _____	Phone: _____
Email: _____	Company/Position: _____
Address: _____	
Name: _____	Phone: _____
Email: _____	Company/Position: _____
Address: _____	

Write a short paragraph telling why you are interested in applying at a Christian Church and School.

I acknowledge that the above information is accurate to the best of my knowledge.

Signature _____ Date _____

AGREEMENT

I certify that the foregoing statements are true and correct to the best of my knowledge and belief and hereby grant University Baptist Church permission to verify such information. I understand that any misstatement, false statement, omission or incomplete response on the application or at any time during the selection process, including interviews, tests, etc., may be considered as sufficient reason for rejection of my application or for dismissal if discovered after my employment. I authorize any persons or organizations referenced in this application to give University Baptist church and all information concerning my previous employment, education, or criminal or credit background at anytime during my tenure of employment or any other information with regard to the subjects covered by this application, and I release all such parties from all liability from any damages or claims that may result for furnishing such information to University Baptist Church. I further agree and understand that a criminal background check may be conducted before and/or after I am hired and that the existence of a criminal record may result in the rejection of my application or if hired, in the separation of my employment with University Baptist Church. I also understand that the position for which I am applying may require a substance abuse screen. If I am employed, I agree to abide by and comply with all rules of the organization. I further understand and agree that I, like University Baptist Church, can terminate my employment at any time with or without cause or notice and this agreement cannot be altered or modified.

Signature _____ Date _____