

APPENDIX A

PRESCHOOL/CHILDREN/YOUTH PAID WORKER PROFILE FIRST BAPTIST CHURCH OF HEWITT

Legally speaking, the church has the RIGHT TO ASK the following questions related to the application and screening process, and the applicant has the RIGHT TO REFUSE to answer any question. These applications for service are strictly confidential. Thank you for your cooperation in this process, and we hope you will understand the need for this in our society.

Name _____ Date _____
Last Maiden First Middle

Address

City _____ State _____ Zip Code _____

Business Phone _____ Home Phone _____ Cell _____

Driver's License # _____ State _____ Expiration Date _____

Social Security # _____ - _____ - _____ Place of Birth _____

1. Position applying for: _____

2. On what date would you be available? _____

3. Minimum length of commitment: _____

4. Are you a member of Hewitt First Baptist Church?

Yes _____ Since _____ No _____

5. To the best of your recollection, please list cities and state in which you have lived; any denominations or churches of which you have been a member, including addresses; and previous church work with children or youth, volunteer or paid, since you were 17 years of age. Include approximate date (Attach a separate page, if necessary.)

City	State	Church	Address	Service
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6. List all your previous non-church work, volunteer or paid, involving children. Include approximate dates, organization's name and address, type of work you performed, name of supervisor and phone number, if known. (Attach a separate page, if necessary.)

Dates	Organization	Type of Work	Supervisor's Name	Phone
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7. Do you consider yourself a positive role model for children? Yes _____ No _____

8. Please provide the names and phone numbers of three personal references not related to you.

Name	Home Phone	Work Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Because the Church cares for our children and desires to protect them, we ask you to please answer the following questions. We understand the following questions are personal, and we will protect your privacy.

a. Is there any reason that might keep you from effectively working with children or that might cause a child potential harm?

Yes_____ No_____

If you were personally a victim of child abuse, we require that you make this information known to a minister of the Church staff before you may serve in our ministry to children and youth. Admitting you were a victim certainly does not disqualify you from service. Your confidence will be respected and appreciated. As a family of faith, we want to be a safe place, offering support and alternatives for counseling and assistance if desired.

b. With reasonable accommodations, are you able to perform the job related functions described in the policy?

Yes_____ No_____

10. Have you ever been convicted or pleaded guilty to a crime? Yes___ No___ If yes, please explain:_____

11. Have you ever been known by any other name? Yes___ No___ If yes, please list all other names (including maiden name)_____

12. List any training, education, or other factors that have prepared you for children/youth work:_____

You may choose to set an appointment with a minister on the Church staff and discuss the answers to these questions personally rather than provide the information on this form. Your answer will be kept confidential.

The information contained in this profile is correct to the best of my knowledge. I authorize the Church to obtain information from references, employers and churches listed herein. I also authorize any references, churches or other organizations or employers listed in this profile to give you any information, including opinions that they may have regarding my character and fitness for children's work. In consideration of the receipt and evaluation of this profile by the Church, I hereby release any individual, church, children's organization, charity, employer, reference, or any other person or organization, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this profile.

I agree to be bound by the Bylaws and Policies of the Church, which are adopted from time to time. I have studied the Church's Child Protection Policy and will comply with the policy. I understand that the Church desires to protect its children and therefore give my permission for Church leadership to conduct a criminal background check on me.

I further state that I have carefully read the foregoing release, I 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 of employment or acceptance of my service as a volunteer.

Applicant's Signature

Date _____

APPENDIX B

CRIMINAL RECORD CHECK

FIRST BAPTIST CHURCH OF HEWITT

Name _____

Address _____

Phone _____ Cell _____

Other names by which you have been known (if any): _____

I hereby authorize the local Police Department and other local, state or federal agencies to release any record that may be on file in my name(s) in the records of said agencies. Any such records will become part of my personal application for employment or volunteer service at First Baptist Church of Hewitt. The entity or agency performing the criminal background check requires the following information:

Social Security # _____ - _____ - _____

Texas Driver License # _____

Date of Birth _____ Race _____ Sex _____

Legal Signature _____

Date _____