CCKids Employment Application Form

Last updated 10/19/2023

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| --- | --- |
| Last Name First Middle Initial |  |
| Street Address | Phone #( ) |
| City, State, Zip | Other Phone #( ) |
| E-mail Address |
| Have you ever interviewed with Christ Church East Bay before? ◻ Yes ◻ No | If yes, list date(s) and job title(s) |
| Have you ever been employed by Christ Church East Bay before? ◻ Yes ◻ No | If yes, list date(s) and job title(s)  |
| Do you have any friends or relatives employed by Christ Church East Bay? ◻ Yes ◻ No | If yes, please list their name(s) and role(s). |
| Are you legally authorized to work in the United States? ◻ Yes ◻ No | Are you 18 years of age or older? ◻ Yes ◻ No |
| If hired, when would you be available?  | Are there any days or hours you would not be available to work?  |
| What position are you applying for? | Who referred you to this job opening?  |

Statement of Intent

Please describe your interest in this position. Tell us about your spiritual gifts, abilities, skills, and passions for this role and how you see this position as a good fit with who you are.

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Education and Employment

Please submit a résumé with this information, and in the boxes below please include all employment history for the last five years, beginning with the most recent employer first, and explain any gaps in employment of over two months.

|  |  |
| --- | --- |
| **Employer** | Dates employed  |
| From (MM/YYYY) | To (MM/YYYY) |
| Address |
| Position | Supervisor | Phone # |
| Reason for leaving | Supervisor’s e-mail |
|  |
| **Employer** | Dates employed  |
| From (MM/YYYY) | To (MM/YYYY) |
| Address |
| Position | Supervisor | Phone # |
| Reason for leaving | Supervisor’s e-mail |
|  |
| **Employer** | Dates employed  |
| From (MM/YYYY) | To (MM/YYYY) |
| Address |
| Position | Supervisor | Phone # |
| Reason for leaving | Supervisor’s e-mail |
|  |
| **Employer** | Dates employed  |
| From (MM/YYYY) | To (MM/YYYY) |
| Address |
| Position | Supervisor | Phone # |
| Reason for leaving | Supervisor’s e-mail |
|  |
| **Employer** | Dates employed  |
| From (MM/YYYY) | To (MM/YYYY) |
| Address |
| Position | Supervisor | Phone # |
| Reason for leaving | Supervisor’s e-mail |

May we contact your current and former employers for references? ◻ Yes ◻ No

Please explain any gaps in employment of over two months: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Background Information

Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, sexual abuse, or other immoral behavior or conduct, involving adults or children? Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual abuse, or sexual harassment, involving adults or children? If yes, please attach a statement describing the circumstances and relevant facts.

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List churches you have attended regularly over the past ten years, including the church you currently attend:

|  |  |  |  |
| --- | --- | --- | --- |
| Church Name | Contact Person | Phone number | Years Attended |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

List previous paid work and volunteer work (church and non-church) involving children or youth:

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Contact Person | Phone number | Description of work |
|  |  |  |  |
|  |  |  |  |
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Statement of Faith

Please give a brief statement of faith. Tell us what you believe about Jesus Christ and the gospel and describe the ongoing influence of your Christian faith in your life.

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References

Please list four references: two former employers, one pastor, and one personal.

*employer’s name* *phone #* *yrs known*

*employer’s name* *phone #* *yrs known*

*pastor’s name* *phone #* *yrs known*

*friend’s name* *phone #* *yrs known*

Legal History

For any “yes” answers, please attach a detailed explanation in writing. An affirmative answer does not necessarily disqualify an applicant from employment.

Have you ever been convicted of a criminal offense (felony or misdemeanor) involving moral turpitude or violence? (Crimes of moral turpitude involve fraud, theft, or dishonesty.) Answer “yes” if you have entered a plea agreement, including a deferred sentence or deferred judgment arrangement in connection with a criminal case. Answering “yes” does not necessarily preclude applicant from employment.

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Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by court? Answering “yes” does not necessarily preclude applicant from employment.

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Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?

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Have you ever been reported to any organization or registry for abuse or misconduct involving children?

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Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body for violence, sexual misconduct, or misconduct involving children?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

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Have you ever been reprimanded, or asked to leave or end your involvement/work in any program or organization providing services to children?

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Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?

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Do you now or have you ever sought out or intentionally viewed child pornography?

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Certification & Authorization

I certify that the information contained in this application is accurate to the best of my knowledge.

I understand that all employment at Christ Church East Bay is at-will, unless declared otherwise in writing.

I hereby authorize Christ Church East Bay and its agents, employees, and affiliates (hereafter, “CCEB & Affiliates”) to make any and all contacts necessary to verify my prior employment and volunteer history, to provide information about my character, and to inquire so far as permitted by law concerning any criminal records or any criminal judicial proceedings involving me as a defendant. By means of this release I also authorize any law enforcement agencies or judicial authorities to release so far as permitted by law any and all requested relevant information to CCEB & Affiliates.

I agree to a medical examination or inquiry, if requested, including the analysis for the detection of the use of illegal drugs or controlled substances. I understand that testing positive for drugs or controlled substances could prevent my employment or continued employment by Christ Church East Bay (hereafter “CCEB”).

I agree that if CCEB employs me, in the future a potential employer may contact CCEB or its representatives concerning my work record and my work performance at CCEB.

I also release and agree to hold harmless CCEB & Affiliates, any organizations, and any judicial authority from any and all claims, liabilities and causes of action for the release and/or use of any information.

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*Signature*

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*Name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date*