BETHEL BAPTIST MINISTRIES
APPLICANT DATA FORM

200 North Roselle Road
Schaumburg, IL 60194
(847) 885-3230

FOR USE BY HUMAN RESOURCES ONLY
Hiring Supervisor_____
Date Submitted to HR_____

Today's Date: ________

Please Print Clearly

Were you referred by a current employee of Bethel Baptist Ministries? ____ Yes ____ No If yes, please provide the employee's name _____

How did you first hear about Bethel Baptist Church and/or Schaumburg Christian School? _____

_____

PERSONAL INFORMATION

Name_____ Social Security No. _____
Last *First* *Middle*

Street Address_____ City_____

State_____ Zip Code_____ E-mail Address_____

Home Telephone No. (_____)_____ Cellular Telephone (_____)_____

Are you legally eligible for employment in the United States? ____ Yes ____ No *(Proof will be required if hired.)*

Are you at least 16 years of age? ____ Yes ____ No If no, do you have a work permit? ____ Yes ____ No

Married? ____Yes ____ No Have you or your spouse ever been divorced? ____ Yes ____ No If yes, please attach a letter of explanation.

Have you ever plead guilty or "no contest" to, or been convicted of a misdemeanor or felony, or have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial (excluding minor traffic citations or arrests)? ☐ Yes ☐ No If yes, please explain_____

_____

EMPLOYMENT DESIRED

Position(s) applied for_____

Type of employment desires: ____ Full-Time ____ Part-Time ____ Substitute

If hired, on what date can you start work? _____

How did you learn about Bethel Baptist Ministries? _____

Have you applied for employment with Bethel Baptist Ministries before? ____ Yes ____ No If yes, when_____

Have you worked for Bethel Baptist Ministries in the past? ____ Yes ____ No If yes, dates employed:_____

Job duties:_____ Reason for leaving: _____

Do you know anyone currently working for Bethel Baptist Ministries? ____ Yes ____ No If yes, please list names and their relationship: _____

EMPLOYMENT HISTORY

Are you employed now? ____ Yes ____ No If yes, may we contact your present employer? ____ Yes ____ No

On the following page, please provide the requested information for each of your employers, starting with your present or most recent position up to the past ten years. If necessary, please use additional paper to include any other employment history. You are encouraged to provide a resume in addition to completing the application.

Dates Employed (required) From: To:	***Company Name*** ***Phone No.*** ***Address*** ***City*** ***ST*** ***Zip*** ***Position Title*** ***Job Duties*** ***Name of Supervisor*** ***Reason for leaving*** ***May we contact this employer?*** ☐ ***Yes*** ☐ ***No*** ***If No, please explain on the line above.***
Dates Employed (required) From: To:	***Company Name*** ***Phone No.*** ***Address*** ***City*** ***ST*** ***Zip*** ***Position Title*** ***Job Duties*** ***Name of Supervisor*** ***Reason for leaving*** ***May we contact this employer?*** ☐ ***Yes*** ☐ ***No*** ***If No, please explain on the line above.***
Dates Employed (required) From: To:	***Company Name*** ***Phone No.*** ***Address*** ***City*** ***ST*** ***Zip*** ***Position Title*** ***Job Duties*** ***Name of Supervisor*** ***Reason for leaving*** ***May we contact this employer?*** ☐ ***Yes*** ☐ ***No*** ***If No, please explain on the line above.***

Do you have an employment or non-compete agreement with your current employer? ____Yes ____ No
If yes, please explain: _____

If there have been any gaps in your employment during the last five years, please provide details in the space provided here: _____

_____

Are any of your employment records under another name(s)? (i.e. maiden name versus married name).
____Yes ____ No If yes, please give the employer name and your name.

Employer_____ Your Name_____

Employer_____ Your Name_____

EDUCATIONAL BACKGROUND

Last High School Attended	Name	Location	Graduate? ☐ Yes ☐ No GED? ☐ Yes ☐ No		
Education Beyond High School	**Name & Location City, State**	**Dates Attended (MO/YR)**	**Did you Graduate?**	**Major**	**Type of Degree, Diploma or Certificate Earned**
College or University		From_____ To_____	Yes _____ No _____		
College or University		From_____ To_____	Yes _____ No _____		
Graduate School		From_____ To_____	Yes _____ No _____		
Trade, Vocational, Internship		From_____ To_____	Yes _____ No _____		

List profession, trade, business, or civic associations and any offices held.

ORGANIZATION(S)	OFFICES HELD

Please indicate any actual experience, special training, or qualifications that you have which you feel are relevant to the position for which you are applying. _____

_____

_____

_____

Are any of your educational records under another name(s)? (i.e. maiden name versus married name).
____ Yes ____ No If yes, please give the school name and your name.

School_____ Your Name_____

School_____ Your Name_____

REFERENCES

Please list three people not related to you whom you have known for at least one year and whom we may contact as references. An Applicant Release form is included with this Application. Please sign and return with application.

Name	Relationship	Home Phone Cell Phone	Years Known
Name	Relationship	Home Phone Cell Phone	Years Known
Name	Relationship	Home Phone Cell Phone	Years Known

Teaching Position - Please complete this section if you are applying for a teaching position.

Do you have a valid teacher's certificate? ____ Yes ____ No If yes, from which state? _____

Total years of teaching experience: _____

Do you have a preference for teaching in a particular grade (elementary) or subject area (JH or HS)? ____ Yes ____ No

If yes, provide this information _____

Please provide the following details. If a beginning teacher, list student teaching assignment.

GRADE(S) / SUBJECT(S) TAUGHT	SCHOOL ADDRESS *(Including City, ST, Zip)*	TELEPHONE	REASON FOR LEAVING

List experience with children, other than teaching: _____

_____

_____

Please state in your own words why you feel you would want to work for Bethel Baptist Ministries.

_____

_____

Please provide the following information for your home church. _____

Name of Church

_____ _____

Pastor's Name ***Telephone Number***

_____

Address ***City*** ***ST*** ***ZIP***

Give a brief testimony of your salvation experience _____

_____

_____

_____

_____

Describe your attitude toward soul-winning and characterize our practice: _____

_____

_____

What is your practice and belief regarding tithing? _____

_____

_____

Aide or Childcare Worker Position – Please complete this section if you are applying for one of these positions.

List experience with children, other than teaching: _____

_____

_____

Please state in your own words why you feel you would want to work for Bethel Baptist Ministries.

_____

_____

Please provide the following information for your home church. _____

Name of Church

_____ _____

Pastor's Name ***Telephone Number***

_____

Address ***City*** ***ST*** ***ZIP***

Give a brief testimony of your salvation experience _____

_____

_____

_____

Describe your attitude toward soul-winning and characterize your practice: _____

_____

_____

What is your practice and belief regarding tithing? _____

_____

_____

ACKNOWLEDGMENT

I certify that the information contained in this data sheet or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that falsification of this data sheet in any detail is grounds for disqualification from further consideration or dismissal from employment in accordance with Bethel Baptist Ministries ("BBM") policy. If employed, I understand this data sheet becomes part of my permanent employment record. I understand that employment with the BBM is terminable at-will and is for no definite period and no implied, oral or written documents of BBM create a contract for specific term of employment.

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize this BBM to (1) investigate the truthfulness of all statements made on this application; (2) contact my former employers and other listed references or any other persons who can verify information; (3) discuss the results of any investigation with other employees of BBM involved in the hiring process; and (4) check my criminal record. In addition, I give my consent for all contacted persons including former employers and personal references to provide the information concerning this application, and I release each such person from liability for providing information to BBM.

I also acknowledge that BBM promotes a voluntary system of alternative dispute resolution, which involves binding arbitration to resolve all disputes which may arise out of the employment context. Because of the mutual benefits which private binding arbitration can provide both BBM and myself, I voluntarily agree that any dispute arising from my seeking employment with BBM shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act. I understand that by voluntarily agreeing to this binding arbitration provision, both I and BBM give up our rights to a trial by jury.

_____ _____

Applicant's Signature Date

APPLICANT RELEASE

Please submit this form with the employment application form. PLEASE PRINT.

Name_____ Social Security No. _____
Last *First* *Middle*

Street Address_____ City_____

State_____ Zip Code_____ Telephone No. (_____)_____

I hereby authorize the employer, its representatives, or agents to contact and obtain information from all references, employers, educational institutions, licensing agencies and various other agencies to verify the accuracy of this employment application, resume, and job interview. I agree to release any references, employers, educational institutions, licensing agencies from liability in regard to the final outcome(s) due to the transmission of reference materials.

_____ _____
Applicant's Signature *Date*