



A Ministry of the Green Lawn Church of Christ

APPLICATION for Teachers and Substitutes

STRICTLY CONFIDENTIAL

THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION AND MAY ONLY BE VIEWED BY THE MINISTRY STAFF, ELDERS AND ANY PERSON OR COMMITTEE AUTHORIZED BY THE ELDERS HAVING THE AUTHORITY TO MAKE PERSONNEL DECISIONS. **NO OTHER PERSONS ARE AUTHORIZED TO VIEW THIS INFORMATION. ANY ATTEMPT TO REVIEW, DUPLICATE, DISTRIBUTE OR DISCLOSE THE INFORMATION CONTAINED HEREIN WITHOUT PROPER AUTHORIZATION MAY RESULT IN SERIOUS CONSEQUENCES.**

This application will be used to help the church provide a safe and secure environment for those who are employed by the Green Lawn Church of Christ, participate in church activities, and use church facilities. This application is to be completed by all applicants for any staff position. Thank you for taking the time to completely fill it out.

If you run out of space to fully answer any question, please complete your answer on a separate sheet and attach it to the form. **Return completed form to brighthorizons@greenlawn.org or 5701 19th Street, Lubbock, Texas 79407.**

Name _____
Last First Middle Maiden Date of application

If you have used a name other than the one listed above during the past five years, please list it here: _____

Present Address: _____ Email: _____

City State Zip

Home Phone Number: _____ Cell Phone Number: _____

Date/Place of Birth: _____ Social Security No.: _____

Background Information

Church attendance for the past five years (name of congregation and dates attended):

- a. Current Congregation: _____
- b. Previous Congregation: _____
- c. Previous Congregation: _____

Have you ever been convicted of or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense?

Yes No

(If answer is "Yes," please explain on a separate sheet.)

List each county and state of residence for the past five years (name of state and county and dates):

a. _____

b. _____

c. _____

Training and Experience

List any training, skills, or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

Personal References

List below two personal references who are well acquainted with you. Do not list relatives.

Name

Address

Phone Number

Additional Information

Please elaborate on any of the foregoing information or give additional information that you believe would be helpful as we consider you for employment with the Green Lawn church.

Employment History

List your last 3 employers beginning with the most recent.
(Complete if you are applying for a compensated position.)

1. Employer's Name: _____
Employer's Address: _____
Employer's Phone: _____
Date Employed: _____ Date employment ended: _____
Reason for leaving: _____
Position Held: _____
Supervisor's Name: _____
Description of Duties: _____

2. Employer's Name: _____
Employer's Address: _____
Employer's Phone: _____
Date Employed: _____ Date employment ended: _____
Reason for leaving: _____
Position Held: _____
Supervisor's Name: _____
Description of Duties: _____

3. Employer's Name: _____
Employer's Address: _____
Employer's Phone: _____
Date Employed: _____ Date employment ended: _____
Reason for leaving: _____
Position Held: _____
Supervisor's Name: _____
Description of Duties: _____

STATEMENT OF APPLICANT

In consideration of the receipt and evaluation of this application by the church, I agree and represent that:

- The information contained in this application is correct to the best of my knowledge. I understand that supplying false or misleading information on this application is grounds for immediate dismissal if I am hired or allowed to participate.

- I authorize any references, current or former employers, current or former supervisors, churches or church related agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for this position. I hereby release any individual, employer, church or church agency or official, reference or any other person or organization, including record custodians, both collectively and individually, and whether or not identified in this application, 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, excepting only the communication of knowingly false information. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND AUTHORIZATION AND UNDERSTAND THE CONTENTS THEREOF AND I SIGN THIS INSTRUMENT AS MY OWN FREE ACT. A facsimile or photocopy of this release/authorization shall be valid as the original.

I ___waive / ___do not waive (check one) any right that I may have to inspect any information provided about me by any person or organization described above.

Should my application be accepted, I agree to abide by the rules, policies and procedures established for the Green Lawn Church of Christ and to refrain from any conduct that would be in violation of its rules, policies and procedures.

I understand and agree that nothing contained in this application or in any pre-employment interview is intended to or shall create a contract between myself and Green Lawn Church of Christ. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

_____ Date: _____
Applicant's Signature

Note: Unsigned applications will not be considered.