



12200 EAST 21ST ST N | WICHITA, KS 67206 | P 316.630.8500 | F 316.630.8216

EMPLOYMENT APPLICATION FORM

NEWSPRING CHURCH (THE "CHURCH") IS A RELIGIOUS ORGANIZATION THAT DOES NOT DISCRIMINATE AGAINST APPLICANTS FOR EMPLOYMENT ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, DISABILITY, VETERAN'S STATUS, OR MARITAL STATUS. THE CHURCH RESERVES THE RIGHT TO DISCRIMINATE ON THE BASIS OF RELIGION TO THE FULL EXTENT PERMITTED BY LAW. THIS APPLICATION WILL BE CURRENT FOR ONLY THIRTY (30) DAYS. IF YOU ARE CONTACTED BY THE CHURCH AT THE END OF THIRTY (30) DAYS, YOU MUST ULTIMATELY FILL OUT A NEW APPLICATION IN ORDER TO BE HIRED.

PLEASE TYPE OR PRINT YOUR ANSWERS TO THE FOLLOWING QUESTIONS.
PLEASE ANSWER ALL QUESTIONS - AN INCOMPLETE AND/OR ILLEGIBLE APPLICATION WILL NOT BE CONSIDERED.

FULL LEGAL NAME	LAST	FIRST	MIDDLE	TODAY'S DATE
OTHER NAMES USED				SOCIAL SECURITY NUMBER
CURRENT ADDRESS				PHONE NUMBER ()
CITY	STATE		ZIP	

IF AT THE ABOVE ADDRESS LESS THAN FIVE YEARS, PLEASE LIST PREVIOUS ADDRESS.

STREET ADDRESS	CITY, STATE, ZIP
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POSITION REQUESTED _____

EMPLOYMENT HISTORY (LIST YOUR PRESENT OR MOST RECENT EMPLOYER FIRST)

1	COMPANY	START DATE	END DATE
	ADDRESS	STARTING SALARY	FINAL SALARY
	JOB TITLE	REASON FOR LEAVING	
	RESPONSIBILITIES	NAME, TITLE OF SUPERVISOR	
PHONE NUMBER ()			
2	COMPANY	START DATE	END DATE
	ADDRESS	STARTING SALARY	FINAL SALARY
	JOB TITLE	REASON FOR LEAVING	
	RESPONSIBILITIES	NAME, TITLE OF SUPERVISOR	
PHONE NUMBER ()			
3	COMPANY	START DATE	END DATE
	ADDRESS	STARTING SALARY	FINAL SALARY
	JOB TITLE	REASON FOR LEAVING	
	RESPONSIBILITIES	NAME, TITLE OF SUPERVISOR	
PHONE NUMBER ()			

EDUCATION (LIST MOST RECENT EDUCATIONAL EXPERIENCE FIRST)

EDUCATION AND TRAINING LEVELS ARE RELEVANT FOR EMPLOYMENT ONLY TO THE EXTENT ALLOWED BY LAW

NO. OF YEARS	SCHOOL NAME	CITY/STATE	DID YOU GRADUATE?	MAJOR COURSE/DEGREE

BACKGROUND INFORMATION

1. Are you legally eligible for employment in the US? YES NO
*Proof of citizenship or immigration status will be required upon employment.

2. Have you ever received a felony conviction, or deferred adjudication or misdemeanor conviction for a crime of moral turpitude? YES NO
Crimes of moral turpitude include fraud, theft and dishonesty.
An affirmative answer does not necessarily disqualify applicants from employment.

If yes, please explain _____

3. Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? YES NO
If yes, please attach a statement or explanation, including nature of offense, date, and any other relevant information.

4. Have you ever been the subject of a civil lawsuit involving, or an investigation or allegation of, sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? YES NO
If yes, please attach a statement describing the circumstances and relevant facts.

5. Do you have any investigation, review, or disciplinary action pending by an employer, organization in which you volunteered, or professional association for sexual misconduct, violence, or misconduct involving children? YES NO
If yes, please attach a statement describing the circumstances and relevant facts.

6. Were you a victim of abuse or molestation while a minor? (If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence rather than answering it on this form. Answering yes, or failing to answer will not automatically disqualify an applicant.)
 YES NO

7. Are you over 18 years of age? YES NO

8. Contact for notification in case of emergency _____

9. Phone number and relationship to you _____

10. If hired, when would you be available? _____

11. Are there any days/hours you would not be available to work? _____

12. Have you previously worked for us? (If yes, give dates) _____

13. Do you have any friends or relatives employed by us? (If yes, please list) _____

14. Who referred you to us? _____

15. Do you have any other skills you wish to mention? _____

CHURCH ACTIVITY

Name of church where you are currently a member: _____

If a member of our church, how long have you been attending? _____

List other churches you have attended over the past five years:

CHURCH NAME	PHONE NUMBER	CONTACT PERSON	YEARS ATTENDED

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

ORGANIZATION	PHONE NUMBER	CONTACT PERSON	TYPE OF WORK

PERSONAL REFERENCES

PLEASE PROVIDE AT LEAST 2 PERSONAL CHARACTER REFERENCES FOR US TO CONTACT IN ADDITION TO YOUR EMPLOYMENT REFERENCES

1	NAME	PHONE NUMBER ()
	ADDRESS	RELATIONSHIP TO YOU

2	NAME	PHONE NUMBER ()
	ADDRESS	RELATIONSHIP TO YOU

3	NAME	PHONE NUMBER ()
	ADDRESS	RELATIONSHIP TO YOU

APPLICANT STATEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby authorize you to contact any references or organizations listed in this application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this application by NewSpring Church, I **release** NewSpring Church, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. 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 application.

I understand and agree that if I am offered conditional employment with the Church, my appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits and operating policies.

I agree that if I am employed by the Church, in the future a potential employer may contact the Church or its representatives concerning my work record and my work performance at the Church. I hereby consent to and authorize persons employed by the Church to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work and/or performance of my job at the Church.

I agree to a medical examination or inquiry, if requested if I receive a conditional offer of employment, 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 the Church.

I understand and agree that in the performance of my duties as an employee of the Church, or after I leave the Church, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand and agree that it is critical to the mission and ministry of NewSpring Church that all employees conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with NewSpring Church's policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to the representative(s) of NewSpring Church during the interview process will be sufficient grounds for not hiring me or immediately discharging me, no matter when discovered.

I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE FOREGOING "APPLICANT STATEMENT" AND FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS APPLICATION SHALL BE AS VALID AS THE ORIGINAL.

APPLICANT SIGNATURE _____ DATE _____