

Application for Employment



PLEASE PRINT

Position(s) applied for _____ Date of application ____/____/____

Are you seeking: Full-time Temporary Part-time Summer only Seasonal

Referral Source: College Bellevue Employee _____ Past Bellevue Employment

Walk-in Bellevue Member, if different from above _____
NAME

Name _____
LAST FIRST MIDDLE

Current Address _____
STREET CITY STATE ZIP CODE

Previous Address _____
STREET CITY STATE ZIP CODE

Home Phone (_____) _____ Cell Phone (_____) _____ Email _____

If necessary, best time to call you at home is : _____ : _____
AM
PM

May we contact you at work? Yes No

If yes, work number and best time to call: (_____) _____ : _____
AM
PM

If you are under 18 and if it is required, can you furnish a work permit? Yes No

If no, please explain: _____

Have you submitted an application to Bellevue Baptist Church before? Yes No

If yes, give date(s) and position(s): _____ / _____ / _____

May we contact your current employer for references? Yes No

Do you have any relatives currently on staff? Yes No

If yes, give name(s) and relationship: _____

Are you legally eligible for employment in the United States? *(If offered employment, you will be required to provide documentation to verify eligibility.)* Yes No

Date available for work ____/____/____ What is your desired wage/salary range? \$ _____ per _____

Will you work overtime if necessary and/or required? Yes No

If no, please explain: _____

Do you have any outstanding criminal proceedings currently outstanding and/or nearing trial? Yes No

If yes, please explain: _____

Have you ever pled "guilty" or "no contest" to or been convicted of a violation or a crime other than a minor traffic violation? Yes No

If yes, please provide date(s) and details: _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION, REHABILITATION, AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

Provide the following information of your past and current employers, assignments, or volunteer activities, starting with the most recent. (Use additional sheets if necessary.)

| Employer _____ Telephone (_____) | <table border="1"><thead><tr><th colspan="2">Dates Employed</th></tr><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table> | Dates Employed | | From | To | | | Summarize the type of work performed and job responsibilities: _____ _____ _____ _____ _____ |
|---|--|--------------------|--|----------|----|----------|-----------|--|
| Dates Employed | | | | | | | | |
| From | To | | | | | | | |
| | | | | | | | | |
| Address _____ | <table border="1"><thead><tr><th colspan="2">Hourly Rate/Salary</th></tr><tr><th colspan="2">Starting</th></tr></thead><tbody><tr><td>\$ _____</td><td>per _____</td></tr></tbody></table> | Hourly Rate/Salary | | Starting | | \$ _____ | per _____ | |
| Hourly Rate/Salary | | | | | | | | |
| Starting | | | | | | | | |
| \$ _____ | per _____ | | | | | | | |
| Starting Job Title/Final Job Title _____ | <table border="1"><thead><tr><th colspan="2">Hourly Rate/Salary</th></tr><tr><th colspan="2">Final</th></tr></thead><tbody><tr><td>\$ _____</td><td>per _____</td></tr></tbody></table> | Hourly Rate/Salary | | Final | | \$ _____ | per _____ | |
| Hourly Rate/Salary | | | | | | | | |
| Final | | | | | | | | |
| \$ _____ | per _____ | | | | | | | |
| Immediate Supervisor and Title _____ | | | | | | | | |
| Reason for Leaving _____ | | | | | | | | |
| Explain any period between jobs: _____ _____ | | | | | | | | |
| Status: <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary | | | | | | | | |

| Employer _____ Telephone (_____) | <table border="1"><thead><tr><th colspan="2">Dates Employed</th></tr><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table> | Dates Employed | | From | To | | | Summarize the type of work performed and job responsibilities: _____ _____ _____ _____ _____ |
|---|--|--------------------|--|----------|----|----------|-----------|--|
| Dates Employed | | | | | | | | |
| From | To | | | | | | | |
| | | | | | | | | |
| Address _____ | <table border="1"><thead><tr><th colspan="2">Hourly Rate/Salary</th></tr><tr><th colspan="2">Starting</th></tr></thead><tbody><tr><td>\$ _____</td><td>per _____</td></tr></tbody></table> | Hourly Rate/Salary | | Starting | | \$ _____ | per _____ | |
| Hourly Rate/Salary | | | | | | | | |
| Starting | | | | | | | | |
| \$ _____ | per _____ | | | | | | | |
| Starting Job Title/Final Job Title _____ | <table border="1"><thead><tr><th colspan="2">Hourly Rate/Salary</th></tr><tr><th colspan="2">Final</th></tr></thead><tbody><tr><td>\$ _____</td><td>per _____</td></tr></tbody></table> | Hourly Rate/Salary | | Final | | \$ _____ | per _____ | |
| Hourly Rate/Salary | | | | | | | | |
| Final | | | | | | | | |
| \$ _____ | per _____ | | | | | | | |
| Immediate Supervisor and Title _____ | | | | | | | | |
| Reason for Leaving _____ | | | | | | | | |
| Explain any period between jobs: _____ _____ | | | | | | | | |
| Status: <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary | | | | | | | | |

| Employer _____ Telephone (_____) | <table border="1"><thead><tr><th colspan="2">Dates Employed</th></tr><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table> | Dates Employed | | From | To | | | Summarize the type of work performed and job responsibilities: _____ _____ _____ _____ _____ |
|---|--|--------------------|--|----------|----|----------|-----------|--|
| Dates Employed | | | | | | | | |
| From | To | | | | | | | |
| | | | | | | | | |
| Address _____ | <table border="1"><thead><tr><th colspan="2">Hourly Rate/Salary</th></tr><tr><th colspan="2">Starting</th></tr></thead><tbody><tr><td>\$ _____</td><td>per _____</td></tr></tbody></table> | Hourly Rate/Salary | | Starting | | \$ _____ | per _____ | |
| Hourly Rate/Salary | | | | | | | | |
| Starting | | | | | | | | |
| \$ _____ | per _____ | | | | | | | |
| Starting Job Title/Final Job Title _____ | <table border="1"><thead><tr><th colspan="2">Hourly Rate/Salary</th></tr><tr><th colspan="2">Final</th></tr></thead><tbody><tr><td>\$ _____</td><td>per _____</td></tr></tbody></table> | Hourly Rate/Salary | | Final | | \$ _____ | per _____ | |
| Hourly Rate/Salary | | | | | | | | |
| Final | | | | | | | | |
| \$ _____ | per _____ | | | | | | | |
| Immediate Supervisor and Title _____ | | | | | | | | |
| Reason for Leaving _____ | | | | | | | | |
| Explain any period between jobs: _____ _____ | | | | | | | | |
| Status: <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary | | | | | | | | |

| Employer _____ Telephone (_____) | <table border="1"><thead><tr><th colspan="2">Dates Employed</th></tr><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table> | Dates Employed | | From | To | | | Summarize the type of work performed and job responsibilities: _____ _____ _____ _____ _____ |
|---|--|--------------------|--|----------|----|----------|-----------|--|
| Dates Employed | | | | | | | | |
| From | To | | | | | | | |
| | | | | | | | | |
| Address _____ | <table border="1"><thead><tr><th colspan="2">Hourly Rate/Salary</th></tr><tr><th colspan="2">Starting</th></tr></thead><tbody><tr><td>\$ _____</td><td>per _____</td></tr></tbody></table> | Hourly Rate/Salary | | Starting | | \$ _____ | per _____ | |
| Hourly Rate/Salary | | | | | | | | |
| Starting | | | | | | | | |
| \$ _____ | per _____ | | | | | | | |
| Starting Job Title/Final Job Title _____ | <table border="1"><thead><tr><th colspan="2">Hourly Rate/Salary</th></tr><tr><th colspan="2">Final</th></tr></thead><tbody><tr><td>\$ _____</td><td>per _____</td></tr></tbody></table> | Hourly Rate/Salary | | Final | | \$ _____ | per _____ | |
| Hourly Rate/Salary | | | | | | | | |
| Final | | | | | | | | |
| \$ _____ | per _____ | | | | | | | |
| Immediate Supervisor and Title _____ | | | | | | | | |
| Reason for Leaving _____ | | | | | | | | |
| Explain any period between jobs: _____ _____ | | | | | | | | |
| Status: <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary | | | | | | | | |

Educational Background

Circle the highest grade completed:

High School 9 10 11 12

College 1 2 3 4

Graduate School 1 2 3

Apprentice, business, or vocational school _____

| School and Location | Major | Diploma/Degree | Graduated (Yes/No) |
|---------------------|-------|----------------|--------------------|
| | | | |
| | | | |
| | | | |

Skills and Qualifications

Summarize any special training, skills, licenses, or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. Include any foreign language skills, computer, or software application skills: _____

References

Please provide references from your professional and/or academic life.

| Name | Occupation | Phone Number | Years Known |
|------|------------|--------------|-------------|
| | | | |
| | | | |
| | | | |

Please give the names of two adult individuals, excluding relatives, you can use for personal and character references.

| Name | Occupation | Phone Number | Years Known |
|------|------------|--------------|-------------|
| | | | |
| | | | |

List any additional information you would like us to consider: _____

PLEASE PRINT

Our Mission at Bellevue Baptist Church is to Love God, Love People, Share Jesus, and Make Disciples. Therefore, we are concerned that our employees be committed to the Christian perspective as explained in our Statement of Faith. To help us evaluate our compatibility, please take a moment to answer the following questions. Thank you for sharing with us.

Are you currently attending church? Yes No

If yes, what is the name of your church? _____

What is your pastor's name? _____

In what ways are you involved in your church and/or other Christian organizations?

Please give your Christian testimony and experience.

Bellevue Baptist Church Statement of Faith

Please sign the Statement of Faith below if you completely adhere to it.

Bellevue Baptist Church is a family of believers who holds dear the following beliefs:

- God** We believe that there is one God who exists in three persons: the Father, the Son, and the Holy Spirit.
- Jesus** We believe that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died in our place as a sacrifice for the sins of mankind, was buried, arose bodily from the grave, and ascended into Heaven.
- Christ's Return** We believe that Jesus Christ will literally return to Earth.
- Holy Spirit** We believe that God the Holy Spirit is active in convincing unbelievers of their need for salvation and is the Comforter and Guide Who lives in every believer.
- Bible** We believe that the Bible is the Word of God without any error the sole authority for life and faith.
- Man** We believe that man is a special creation of God, made in His image, but that through the sin of the first man, Adam, mankind fell, so that all men are sinners and need salvation.
- Salvation** We believe that is a gift received through repentance toward God and faith in the Lord Jesus Christ.
- Assurance** We believe that every person who is truly saved is eternally secure in the Lord Jesus Christ.
- Eternity** We believe that those persons who die in their sins without Christ spend eternity in Hell, and those persons who die with their sins forgiven through Christ spend eternity in Heaven.
- Baptism** We believe that water baptism is an act of obedience to the command of Christ and is by immersion after salvation.
- Church** We believe that the Church is a local body of baptized believers with the Lord Jesus Christ as the Head.
- Prayer** We believe that each believer has direct access to God through the Lord Jesus Christ.
- Government** We believe in the separation of church and state but not in separation of God and government. Christians are salt and light in society.
- Sanctity of Life** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).
- Marriage** We believe in the beginning God created male and female in His image as a crowning act of Creation (Genesis 1:26–27); and marriage is between one man and one woman, ordered by God toward the union of the spouses, the means of procreation, formative of family, and foundational to the common good of society (Genesis 1:28, 2:18–24).

Final Authority for Matters of Belief and Conduct

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Bellevue Baptist Church's faith, doctrine, practice, policy, and discipline, the Office of the Pastor is Bellevue Baptist Church's final interpretive authority on the Bible's application.

Statement of Faith

Bellevue Baptist Church has a continued, long-standing practice of striving to conduct only ceremonies, expecting only employee/volunteer conduct, and allowing only facility uses which are in harmony with our doctrinal beliefs as expressed in the Southern Baptist Convention's most recently adopted Statement of Faith. Believing that the privilege of guiding people to a knowledge of God's Word and a total commitment to Christian discipleship is worthy of my surrender to God's call of service, I covenant, as an employee of Bellevue Baptist Church, to believe, teach, and discipline my life according to the beliefs and doctrines found in the Baptist Faith and Message. A copy of the Baptist Faith and Message will be provided on request or can be accessed online at sbc.net/bfm2000/bfm2000.asp.

Without mental reservation, I hereby subscribe to the previous statements.

Signature of Applicant _____ Date ____/____/____

CONFIDENTIAL—BELLEVUE BAPTIST CHURCH

This application is to be completed by all applicants for employment. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Personal

Name _____ Date ____/____/____

What type of children's work do you prefer? _____

Are you applying for a position that involves interaction with minors as part of the job's day-to-day responsibilities? Yes No

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes No
If yes, please provide a detailed explanation on the back side of this form. Failure to provide this information will eliminate the applicant from consideration.

Were you a victim of abuse or molestation while a minor? Yes No

(If your answer to this question is "yes", we would like for you to discuss this confidential information with a minister so that we might provide appropriate ministry for you. Please forward your application to the Minister of Biblical Counseling, c/o Bellevue Baptist Church, 2000 Appling Road, Cordova, TN 38016. You will be contacted to schedule an appointment. Answering "yes" or leaving the question unanswered will not automatically disqualify an applicant for preschool or children's work. This information will be maintained in strict confidence.)

Church Activity

List any churches (name and address) you have attended regularly during the past five years: _____

List all previous church or secular work involving children or youth during the past five years (identify church or organization and type of work):

List any gifts, callings, training, education, or other factors that have prepared you for work with children or youth: _____

I hereby affirm that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I expressly authorize, without reservation, Bellevue Baptist Church, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that if offered a position with Bellevue Baptist Church, I may be required to submit to a pre-employment medical examination, behavioral and/or psychological assessments, drug screening, and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

If employed, I agree to engage in no outside activity which would involve a conflict of interest with or which could reflect adversely on Bellevue Baptist Church. I understand this decision is to rest with church leadership.

If employed, I agree to hold in strictest confidence any information concerning the church, its members, and its employees that may come to my knowledge.

I understand that Bellevue Baptist Church does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the end of that time, if I have not heard from the church and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

It is my understanding that Bellevue Baptist Church is an at-will employer, and by understanding, this it has been explained to me that if I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the church reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by myself and the Administrative Pastor of Bellevue Baptist Church.

I also understand that if I am hired, I will be required to provide original documents as proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I agree to read, understand, agree with, and abide by the Statement of Faith.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature of Applicant _____ Date ____/____/____

AN EQUAL OPPORTUNITY EMPLOYER



Dr. Steve Gaines, Pastor
2000 Appling Road | Cordova, TN 38016
(901) 347-2000 | bellevue.org