



**GO CHRISTIAN ACADEMY**

GCA exists to bring glory to God as we love our students well by educating them Biblically and academically into becoming equipped disciples of Jesus Christ.

**Application for Employment** *(Please type or print all information)*

Date of Application: \_\_\_\_\_

Position applying for: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

As you know, you are applying for a position with Go Christian Academy of First Baptist Church Douglasville, Inc., a church that preaches and teaches Christian doctrine and that upholds the Bible as God’s Holy Scripture. We desire that all applicants feel comfortable in a Christian environment as we seek to integrate a lifestyle of prayer and worship into all our day-to-day job functions.

In that light, are you a believer in and follower of Jesus Christ as your personal Lord and Savior?

\_\_\_\_\_

Please describe your conversion experience, i.e., write a short paragraph telling how you became a Christian.

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

Are you a member of First Baptist Douglasville?  YES  NO

Do you attend FBC Douglasville regularly? \_\_\_\_\_

If you are not familiar with our current beliefs, a summary is included on our website at [www.fbcdouglasville.org](http://www.fbcdouglasville.org).



Have you previously applied for employment with First Baptist Douglasville or Go Christian Academy (GCA)?  YES  NO When: \_\_\_\_\_

Have you ever been employed with First Baptist Douglasville or GCA?  YES  NO When: \_\_\_\_\_

Do you have any relatives who have ever been employed by First Baptist Church Douglasville or GCA?  YES  NO

If yes, who: \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_

Are you authorized to work lawfully in the United States?  YES  NO

Have you ever been convicted of a criminal offense that would impact or affect your ability to perform the job you are seeking?  YES  NO

If yes, please explain \_\_\_\_\_

Have you ever participated in, or been accused, convicted, or pleaded guilty or no contest to abuse or any sexual misconduct?  YES  NO

If yes, please explain \_\_\_\_\_

Would you be willing to comply with our church's employment policy regarding no use of tobacco?  YES  NO

Would you be willing to comply with our church's employment policy of not using alcoholic beverages?  YES  NO

How did you hear about this position?

Church website  Worship Program  Friend  Other \_\_\_\_\_

Date available for work if hired \_\_\_\_\_

Available to work  Full-Time  Part-Time  Shift Work  Temporary



## EDUCATION and TRAINING

### High School

Name	Location (city/state)	Year Graduated	

### College/University

Name	Location (city/state)	Year Graduated	Course of study / Degree earned

### Post Graduate Studies

Name	Location (city/state)	Year Graduated	Course of study / Degree earned

### Vocational School/Specialized Training

Name	Location (city/state)	Year Graduated	Course of study / Degree earned

## JOB SKILLS / QUALIFICATIONS

### Summary of Skills

List skills and qualifications you possess for the position for which you are applying:

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List other training, qualifications and skills, i.e. audiovisuals, bookkeeping, computer & software (be specific when identifying computer skills), other language(s), food service, recreation, professional licenses, certificates or registrations, etc.

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**EMPLOYMENT HISTORY** (*List current or most recent employment first*)

**EMPLOYER NAME** \_\_\_\_\_

Job Title/Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**May we contact your current employer?** \_\_\_\_\_

**EMPLOYER NAME** \_\_\_\_\_

Job Title/Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EMPLOYER NAME** \_\_\_\_\_

Job Title/Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



**MILITARY STATUS**

Have you served in the Armed Forces? \_\_\_\_\_

Branch: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Special Training/Experience Received that would relate to the job you are seeking: \_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES (*List 4 personal references, who are not relatives or former employers, that we may contact*)**

**Name** \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

**Name** \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

**Name** \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

**Name** \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Relationship \_\_\_\_\_



**PLEASE READ THE FOLLOWING BEFORE SIGNING**

I certify that the answers given herein are true and complete. I understand that any false information in connection with my application for employment may be cause for immediate discharge at any time. I authorize investigation of all statements contained in this application for employment, such investigation to include a criminal background check.

I understand and agree that this application is not a contract of employment, and nothing herein creates a contract between First Baptist Church Douglasville, Inc. and me.

I understand and acknowledge that, if hired, an employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged and agreed to in writing by an authorized executive of First Baptist Church Douglasville, Inc.

I understand that if hired, in consideration of my employment, I am subject to the policies and procedures of First Baptist Church Douglasville, Inc., and agree to abide by such policies and procedures, including submitting to those who have authority over my position, and to abide by the position of First Baptist Church Douglasville, Inc. with regard to Biblical morals, dress, and Christian conduct in connection with my employment. I further agree to conform to all current and future policies and regulations of First Baptist Douglasville including, but not limited to, the First Baptist Church Douglasville Personnel Manual and the First Baptist Church Douglasville bylaws.

I hereby give permission to and consent to First Baptist Church Douglasville, Inc. conducting a criminal records and background check, and I authorize the appropriate law enforcement agencies to release information as to any record or file maintained on me and release said agency from liability resulting from such disclosure.

I also give consent to and authorize First Baptist Church Douglasville, Inc. to contact and to check the references I have listed above, as well as any other reference deemed necessary, including schools or training institutions I have attended, and I hereby release all parties of all liability in offering information about my background and employment performance, and I release First Baptist Douglasville, Inc. from any liability in connection with such an investigation.

By signing below, I acknowledge that I have read, understood, and agree to the above statements:

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_