



Tennessee Baptist Children's Homes

EMPLOYMENT APPLICATION

PO BOX 2206 – Brentwood, TN 37024

NOTE: Please print in ink.

Name (Last, Middle, First)			Social Security Number		Application Date		
Street Address			City, State		Zip Code		
Phone Number		Phone Type	Email Address			Preferred Contact Method	
Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not a Citizen, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position or Type of Work Desired		Minimum Salary Acceptable		Permanent <input type="checkbox"/>		Temporary <input type="checkbox"/>	Date Available for Work
Highest Level of Education Completed				Other			

SCHOOL NAME – CITY and STATE	NO. YRS. ATTENDED	MAJOR	MINOR	DEGREE	CUMULATIVE GPA
High School					
College					
College					
Graduate School					
Seminary					
Trade or Correspondence					
Other					
Courses in School of Particular Interest			Office Held or Honors Received		
School Activities in Which You Participated (High School, College, Other)					
Are you currently attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "yes", please list the name of the school and location.			

LIST ALL PRESENT AND PAST EMPLOYMENT – BEGIN WITH THE MOST RECENT

Name of Company		Street Address		City and State	Zip Code
Position	Dates Employed (Month/Year) From To		Salary Beginning Ending		Immediate Supervisor (Name and Phone #)
Duties Performed					
Major Accomplishments in this Job					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If now employed, why do you wish to make the change or reason for leaving?			

Name of Company		Street Address		City and State	Zip Code
Position	Dates Employed (Month/Year) From To		Salary Beginning Ending		Immediate Supervisor (Name and Phone #)
Duties Performed					
Major Accomplishments in this Job					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving?			

Name of Company		Street Address		City and State	Zip Code
Position	Dates Employed (Month/Year) From To		Salary Beginning Ending		Immediate Supervisor (Name and Phone #)
Duties Performed					
Major Accomplishments in this Job					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving?			

Name of Company		Street Address		City and State	Zip Code
Position	Dates Employed (Month/Year) From To		Salary Beginning Ending		Immediate Supervisor (Name and Phone #)
Duties Performed					
Major Accomplishments in this Job					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving?			

The unique and special nature of the TENNESSEE BAPTIST CHILDREN'S HOMES, INC., requires all volunteers to manifest conduct and actions which project an image consistent with expressed purpose and mission of the Tennessee Baptist Children's Homes and that of the Tennessee Baptist Convention (TBC). The TBC is comprised of member Tennessee Baptist churches which regard TBCH and the TBC as organizations of influence based upon the values of trust and respect. It is, therefore, imperative that volunteers of Tennessee Baptist Children's Homes favorably represent TBCH and the TBC.

Conduct which brings embarrassment to TBCH or TBC or impedes the credibility of either with member churches and/or the general public is unacceptable. Conduct or other actions which are inconsistent with that normally expected of Tennessee Baptists and other Christians are unacceptable. Therefore, conduct or other actions which are perceived as inconsistent with the belief, faith and mission of Tennessee Baptists are unacceptable. Examples of such conduct are involvement with alcohol, illegal drugs, use of tobacco products, pre-marital sex, cohabitation apart from the marriage relationship, homosexuality and outside interests and pursuits which would normally be considered incompatible with the mission of TBCH and that of the TBC.

Tennessee Baptist Children's Homes has not only the right, but also the responsibility to do everything possible to insure that the stated purpose and mission of TBCH and that of the TBC continue in the highest tradition and are not harmed or impeded by unacceptable behavior on the part of TBCH and that of the TBC.

Consistent with this purpose, Tennessee Baptist Children's Homes policy is to insure that all applicant behavior meets TBCH standards of acceptable conduct. As a part of this policy, an individual's current, past, and future conducts are reviewed. Therefore, please respond accordingly to the inquiry below. A "yes" answer may not automatically disqualify you from further for employment, as each individual's circumstances are reviewed.

Do you have, or have had, any lifestyle, conduct, or activity which would project an image which could embarrass Tennessee Baptist Children's homes or the TBC or impede either's credibility with member of churches and/or the general public as referred above?

☐ Yes ☐ No If "yes", please explain:

Do you currently use either of the following?

Alcohol? ☐ Yes ☐ No

Illegal Drugs? ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No If so, please explain:

Note: A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.

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 explain:

Note: A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Do you have any physical or mental health condition(s) or impairment(s) that could limit you from satisfactorily performing the volunteer opportunities for which you are applying? ☐ Yes ☐ No

If "yes", please explain and indicate what type of job accommodations might be made to enable you to perform the job you are applying:

Do you use any type of social media? If so, please list the type of social media and your user name(s).

TESTING

A battery of tests may be required of applicants before recommendation for employment.

Individuals with a disability who require accommodations to take required tests should inform the tester when contacted so needed accommodations can be made.

A drug/alcohol test is required after a conditional job offer has been made and before a potential employee begins work. The applicant's signature on the last page of this application indicates consent given for this testing.

Certain job classifications may require a medical examination after a conditional job offer has been made and before a potential employee begins work.

UNEMPLOYMENT INSURANCE

Tennessee Baptist Children's Homes, Inc. is not subject to the Tennessee Unemployment Insurance Laws and therefore unemployment benefits cannot be drawn based on wages earned at TBCH.

TBCH may have the opportunity to share your application with other Tennessee Baptist agencies, boards, churches, associations, etc. Do you give permission for the application to be shared when applicable? ☐ Yes ☐ No

IMPORTANT: Please read each paragraph carefully before signing the statement below.

By my signature placed below, I affirm that the information provided in this employment application is true and complete. I understand that if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than payment, at the rate agreed upon, for services actually rendered. I agree to immediately notify Tennessee Baptist Children's Homes if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application. I also authorize Tennessee Baptist Children's Homes to contact my present employer (unless otherwise noted in this application form), past employers and listed references and other references that might know of my qualifications for employment.

I authorize any person, school, current employer (except as previously noted), past employer(s) and organizations who might know of my qualifications to provide Tennessee Baptist Children's Homes with relevant information and opinion that may be useful to TBCH in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I understand that a background check, including fingerprinting, personal credit history, driving record and criminal and civil history records will be conducted prior to a job offer.

I understand that after a conditional job offer has been extended to me, but before I begin work, I will be given a drug/alcohol test. My signature on this application gives consent for this drug/alcohol test.

I understand and agree that, if hired, I may be required to submit to a drug/alcohol test if Tennessee Baptist Children's Homes determines it has a reasonable suspicion that I am using or under the influence of drugs or alcohol. I also understand and agree that, if hired, I may be required to submit to a search of my personal property if TBCH determines it has reasonable suspicion of theft or possession of drugs, alcohol, weapons, or stolen property on TBCH property.

I understand that this application does not create a contract of employment and that if hired, my employment will be for an indefinite period of time. TENNESSEE BAPTIST CHILDREN'S HOMES ADHERES TO THE LEGAL DOCTRINE OF EMPLOYMENT AT WILL FOR ALL EMPLOYEES. THIS DOCTRINE STATES THAT EMPLOYMENT RELATIONSHIPS ARE FOR AN INDEFINITE TERM AND CAN BE TERMINATED AT ANY TIME "FOR GOOD CAUSE, FOR BAD CAUSE, OR FOR NO CAUSE AT ALL." I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

This application will be retained for 12 months, then destroyed. You may ask that it be retained an additional 6 months or reapply if you so desire. If employed, this Employment Application will become part of your permanent file.

Signature

Date

SIGNATURE IS REQUIRED FOR APPLICATION TO BE COMPLETE

RECENT EMPLOYMENT ASSESSMENT (1)

NOTE: Please assess yourself for each of the last two jobs held, including the current job.

Name	Name of Company	Dates Employed (Month/Year) From To
1. What were the major activities you performed? Indicate which ones you did very well and which most poorly.		
2. What were your major accomplishments in this job?		
3. What were your most acute problems in this job and how did you deal with them?		
4. Why did you leave this position (or wish to)?		
5. What do you consider your major business strengths?		
6. What qualities or skills do you need to develop further?		

ASSESSMENT (2)

NOTE: Please assess yourself for each of the last two jobs held, including the current job.

Name	Name of Company	Dates Employed (Month/Year) From To
1. What were the major activities you performed? Indicate which ones you did very well and which most poorly.		
2. What were your major accomplishments in this job?		
3. What were your most acute problems in this job and how did you deal with them?		
4. Why did you leave this position (or wish to)?		
5. What do you consider your major business strengths?		
6. What qualities or skills do you need to develop further?		