



# WESTSIDE EMPLOYMENT APPLICATION

Westside Baptist Church of Lewisville, Texas is a religious nonprofit 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. **Westside reserves the right to discriminate on the basis of religion to the full extent permitted by law.** This application will be current for thirty (30) days only. If Westside contacts you at the end of thirty (30) days, you must 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.

Date \_\_\_\_\_ Position Requested \_\_\_\_\_

Full Legal Name

\_\_\_\_\_  
Last First Middle

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security No. \_\_\_\_\_

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

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please list all other cities and states in which you have lived as an adult:

**EMPLOYMENT HISTORY** (List present or most recent employer first. If more space is needed, add additional pages.)

COMPANY		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
COMPANY		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
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		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			

**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 been the subject of a civil lawsuit or investigation involving sexual misconduct, sexual harassment, sexual abuse or other immoral behavior or conduct, involving adults or children?

☐ YES ☐ NO If yes, please attach a statement describing the circumstances and relevant facts.

3. Have you ever received a felony conviction, or deferred adjudication or misdemeanor conviction for a crime of moral turpitude? (Crimes of moral turpitude include fraud, theft and dishonesty.)

☐ YES ☐ NO If yes, please attach a statement describing the circumstances and relevant facts.

4. Were you a victim of sexual abuse or molestation while a child? (If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence rather than answering on this form. Answering yes, or failing to answer will not automatically disqualify an applicant.)

☐ YES ☐ NO If yes, please attach a statement describing the circumstances and relevant facts.

5. Contact for notification in case of emergency \_\_\_\_\_
6. Phone number and relationship to you \_\_\_\_\_
7. If hired, when would you be available? \_\_\_\_\_
8. Are there any days/hours you would not be available to work? \_\_\_\_\_
9. Have you previously worked for us? (If yes, give dates) \_\_\_\_\_
10. Do you have any friends or relatives employed by us? (If yes, please list) \_\_\_\_\_
- \_\_\_\_\_
11. Who referred you to us? \_\_\_\_\_
12. 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 Westside, 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

### **REFERENCES** (Please include complete address, city, state, zip code)

**\* One reference must be a person of the opposite sex, one a family member, and the rest non-family members.**

#### **PERSONAL**

Name		Address		
City	State	Zip	email	phone

#### **PROFESSIONAL/CIVIC**

Name		Address		
City	State	Zip	email	phone

#### **FAMILY MEMBER**

Name		Address		
City	State	Zip	email	phone

## LEGAL HISTORY

For any “yes” answers, please attach a detailed explanation in writing.

An affirmative answer does not necessarily disqualify an applicant from employment.

- |          |          |  |
|----------|----------|--|
| <b>Y</b> | <b>N</b> | Have you ever been convicted of a criminal offense (felony or misdemeanor) involving moral turpitude or violence? (Crimes of moral turpitude involve fraud, theft or dishonesty.) Answer “yes” if you have entered a plea agreement, including a deferred sentence or deferred judgment arrangement in connection with a criminal case. Answering “yes” does not necessarily preclude applicant from employment. |
| <b>Y</b> | <b>N</b> | Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?  |
| <b>Y</b> | <b>N</b> | Have you ever reported to any organization or registry for abuse or misconduct involving children?   |
| <b>Y</b> | <b>N</b> | Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?   |
| <b>Y</b> | <b>N</b> | Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?  |
| <b>Y</b> | <b>N</b> | Have you ever been reprimanded, or asked to leave or end your involvement/work in any program or organization providing services to children?  |
| <b>Y</b> | <b>N</b> | Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?  |
| <b>Y</b> | <b>N</b> | Do you now or have you ever sought out or intentionally viewed child pornography?  |

**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 Westside, I **release** Westside, 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, except what may be required by law.

I understand and agree that if I am offered conditional employment with the Westside, 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 the Westside employs me, in the future a potential employer may contact the Westside or its representatives concerning my work record and my work performance at the Westside.

I hereby consent to and authorize persons employed by the Westside to divulge any and all information they consider relevant to any person representing him or herself to be an employer or potential employer of mine with respect to my work and/or performance of my job at the Westside. This consent specifically includes any information related to any allegation or investigation of child abuse or sexual abuse or molestation in any form.

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 Westside.

I understand and agree that in the performance of my duties as an employee of the Westside, or after I leave the Westside, 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 Westside of Westside that all employees conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Westside'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 Westside during the interview process will be sufficient grounds for not hiring, 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 \_\_\_\_\_