



## Employment Application

The Good Shepherd Preschool is an equal opportunity employer. All employment decisions will be made without regard to race, color, gender, national origin, age, disability, or veteran status. Pursuant to applicable federal and state law, The Good Shepherd Preschool, as a religiously exempt ministry of Highway Assembly of God, may make employment decisions on the basis of religion such as when an employee, in the determination of The Good Shepherd Preschool, possesses and exemplifies a religion or religious belief philosophy that is a harmful deviation from the belief system of and detrimental to the religious interests of the preschool and Highway Assembly of God. The Good Shepherd Preschool reserves the right to explore the religious values, faith, and convictions possessed and exemplified by applicants and employees in order to employ those individuals who support, advance and live in a manner consistent with Highway Assembly of God's STATEMENT OF FAITH that includes the following:

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.

The Good Shepherd Preschool hires born-again Christians that exemplify the teaching of the Word of God in their lives. This includes, but is not limited to, refraining from sexual relations outside of marriage, pregnancy outside of marriage and co-habiting. They are to be active members of a local Christian church and be serving the Lord in their life. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct and moral behavior. Moral misconduct, including but not limited to homosexual or heterosexual behavior, as defined by Scripture violates the bona fide occupational requirement of employees being Christian role models. Failure of personnel to maintain a lifestyle based on biblical standards of conduct may result in a reprimand, or in some cases, dismissal from employment.

Qualified applicants must conform to the STANDARDS OF CONDUCT for faculty and staff of The Good Shepherd Preschool: to avoid the practices of smoking, using intoxicating liquor, using profane language, engaging in pornography at any level, immodest attire and unchristian conduct; to affirm the biblical teaching that the only godly expression of human sexuality is within the covenant of marriage, defined as a lifelong covenant between one man and one woman; to affirm that homosexual practice is prohibited according to Scripture.

**This application must be completed in full. Completed applications should be mailed or delivered to:  
The Good Shepherd Preschool, 2221 Jefferson Davis Hwy., Fredericksburg, VA 22401.**



# Application for Employment

Please return to:  
The Good Shepherd Preschool  
2221 Jefferson Davis Hwy.  
Fredericksburg, Virginia 22401

FOR OFFICE USE ONLY

Date Application Received in Office:

## *Personal Information*

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How did you learn about our preschool? \_\_\_\_\_

## *Position Data*

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

If you are offered employment, when would you be available to begin work? \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of any crime, excluding traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

*The existence of a criminal record does not constitute an automatic bar to employment unless relevant to the type of employment.*

## *Education and Training*

College and Address: \_\_\_\_\_

Did you receive a degree? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, degree received: \_\_\_\_\_

High School and Address: \_\_\_\_\_

Other Training (graduate, technical, vocational): \_\_\_\_\_

Awards, Honors, Special Achievements: \_\_\_\_\_

Teaching Certificates: \_\_\_\_\_

## *Employment History*

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, may we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Name, address and phone number: \_\_\_\_\_

### **Please list your current or most recent employment first:**

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year) \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year) \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year) \_\_\_\_\_

## *Christian Background*

Are you presently active in a local congregation? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of church attending: \_\_\_\_\_

What training have you had in the Bible? \_\_\_\_\_

With what Christian ministries have you been involved? \_\_\_\_\_

What ministries are you currently involved in? \_\_\_\_\_

On a separate sheet of paper, please discuss your spiritual journey, what Christ means to you, and the difference He makes in your life.

List the name, address, city and state of churches you have attended regularly during the past 10 years:

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List all previous school or church work involving children and students. *(List each institution's name and address, type of work carried out, dates, and a contact person familiar with your work there. Attach a separate page if necessary.)*

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List all previous non-church work involving children or students. *(List each organization's name and address, type of work carried out, dates, and a contact person familiar with your work there.)*

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List any talents, vocations, preparation, training or other experiences that have equipped you to work with children or students:

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Why do you want to work with children at The Good Shepherd Preschool?

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What is your philosophy concerning re-direction or discipline of children?

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Please write down contributions you feel you could make to The Good Shepherd Preschool and why you would like to work here.

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Please provide any additional information that you believe should be considered for employment at The Good Shepherd Preschool.

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*References*

Please list at least three people, unrelated to you, who know your qualifications and fitness for the position for which you are applying. One should be a church leader (pastor). Please inform these references that an authorized representative of The Good Shepherd Preschool will be contacting them.

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

*(Sign and date the Authorization for Release of Information on the following page.)*

*Applicant's Statement and Authorization for Release of Information*

I certify that the information provided on this application is truthful, accurate and complete to the best of my knowledge. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize The Good Shepherd Preschool to contact references, employers, organizations and individuals that I have listed in this application. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, education and grades. I authorize any individuals, references, churches or organizations listed in this application to provide any information (including opinions) that they may have regarding my character and fitness for the position for which I am applying.

In consideration of the receipt and evaluation of this application by The Good Shepherd Preschool ministry of Highway Assembly of God, I hereby release any individual, church (including Highway Assembly of God), children or youth organization, charity, employer, reference, or any other person or organization, including records custodians, board members, officers, directors, trustees and attendees, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or my family, on account of compliance, or any attempts to comply, with this authorization. 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.

Should my application be accepted, I agree to be bound by the Constitution and Bylaws and policies of Highway Assembly of God, and to refrain from unscriptural conduct in the performance of my services and employment on behalf of The Good Shepherd Preschool ministry of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN INTELLIGENT AND FREE ACT. This is a legally binding agreement that I have read and understand. I have received a copy of this statement and have had the opportunity to have it reviewed by counsel of my own choosing.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Print Name)

## Screening Form

### CONFIDENTIAL

This application must be completed by all applicants for any position (volunteer or employment) involving the supervision of minor children at The Good Shepherd Preschool. This is not an employment application. The purpose of this form is to assist in the creation of a safe and secure environment for children who participate in programs of The Good Shepherd Preschool or use facilities of the preschool or Highway Assembly of God church.

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

Present Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: M \_\_\_\_\_ F \_\_\_\_\_ Marital Status \_\_\_\_\_ *(single, married, divorced, widowed, separated)*

Full Name of Spouse (if married): \_\_\_\_\_

Have you ever been divorced or had a marriage annulled? Yes \_\_\_\_\_ No \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Previous Address: \_\_\_\_\_

List all other cities and states where you have lived as an adult:

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**Because our preschool cares for our members and our children, and desires to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will respect your privacy.**

Have you ever been convicted of, or pleaded guilty to a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with a criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been found "not innocent" of any juvenile criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been the subject of any civil or criminal investigation or proceeding related to the physical, mental, or sexual abuse or maltreatment of a child or minor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been accused of, engaged in, or investigated for any sexual misconduct involving a minor or adult, including but not limited to child abuse, child molestation, indecent liberties with a child, sexual harassment, rape, assault, battery, murder, kidnapping, child pornography, or sodomy? Yes \_\_\_\_\_ No \_\_\_\_\_

*If the answer to any of the five questions above is "Yes" please provide an explanation.  
Attach a separate page if necessary.*

*(Sign and date the Release on the following page.)*

## Screening Form

Since your conversion to Christianity, have you:

Used tobacco? Yes \_\_\_\_\_ No \_\_\_\_\_

Used alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

Used illegal or recreational drugs in any form? Yes \_\_\_\_\_ No \_\_\_\_\_

Been involved in gambling? Yes \_\_\_\_\_ No \_\_\_\_\_

*If "Yes" to any of the above, please explain; attach a separate page if necessary. Include dates; indicate any treatments or counseling sought, and describe the nature of the same.)*

Since your conversion to Christianity, have you been involved in:

An adulterous relationship? Yes \_\_\_\_\_ No \_\_\_\_\_

A homosexual relationship? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been subjected to discipline by a religious body? Yes \_\_\_\_\_ No \_\_\_\_\_

*(If "Yes" please explain. Attach a separate page if necessary. Include dates, nature of discipline, and reason)*

Have you ever received any form of mental health counseling or treatment? Yes \_\_\_\_\_ No \_\_\_\_\_

*(If "Yes" please explain. Attach a separate page if necessary. Include dates, nature of treatment, and reason)*

Do you consider yourself to have been physically or sexually abused as a child? (This information will be kept entirely confidential.) Yes \_\_\_\_\_ No \_\_\_\_\_

*(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the senior pastor rather than answering it on this form. Answering "Yes" or leaving the question unanswered will not automatically disqualify an applicant.)*

If you were physically or sexually abused as a child, would you consider utilizing church resources to seek healing in this area of your life? Yes \_\_\_\_\_ No \_\_\_\_\_

## RELEASE

I authorize The Good Shepherd Preschool to contact any individuals, organizations and references listed on this Screening Form in order to verify the information I have provided to the preschool. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references, as well as contact persons from my previous school and non-school work, listed on this application.

I specifically authorize the preschool to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_