



Metuchen Christian Academy DaySpring Child Care Center

130 Whitman Ave., Metuchen, NJ 08840
Rev. Gregory D. McFarren, Lead Pastor
Church Office: 732-549-4163 • Fax: 732-549-6686

APPLICATION FOR EMPLOYMENT

I. PERSONAL BACKGROUND INFORMATION:

Full Name: _____ Date of Birth: _____ Date of Application: _____

Home #: _____ Cell #: _____ E-Mail: _____

Social Security Number: ____/____/____ Do you have a Green Card? Yes No

Driver's License: _____ State: _____

Address: _____ City: _____ State: _____ Zip: _____

How long have you lived at the above address: _____

If less than 5 years, please provide former address:

How long at this address: _____

Marital Status (**Circle one**): Single Engaged Married Widowed Divorced Remarried

Spouses Name: _____ Spouses Occupation: _____

(If applicable)

Years married _____ How does your spouse feel about you working? _____

Do you have your own transportation? Yes No

Do you have childcare for your child/children if/when they are not in school? Yes No

Do you have any medical or physical conditions that would prevent you from performing certain types of activities stated in the Job Description? Yes No **If YES, please explain.**

Do you have Health Insurance Coverage through your spouse? Yes No

If yes, please list the insurance policy name/policy number: _____

Name of Spouses Employer: _____

II. EDUCATIONAL BACKGROUND:

Circle the highest grade completed: 6 7 8 9 10 11 12

High School: _____ Thru Grade _____ Years completed: _____

College: _____ Years completed _____ Date Graduated: _____

Major: _____ Post Graduate: _____

Other Education: _____

III. WORK EXPERIENCE:

(Circle areas of experience)

Managerial Financial Secretarial/Clerical Typing (WPM) _____ Verbal/Written Communication

Word Processing Microsoft Office (Word ___ Excel ___ Outlook ___ PowerPoint___) Filing

Janitorial Customer Service Other: _____

Please circle the appropriate statements concerning Computer Skills:

I have No Knowledge Little Knowledge Much Knowledge

Do you have any formal Computer Training? Yes No

Where: _____

What: _____

Have you ever been fired from a position? Yes No **If Yes, why** _____

Do you work well with other people of different multiracial, multiethnic or denominational beliefs other than your own? _____

If hired, date you can begin training? _____

IV. JOB EXPERIENCE: (Please begin with the most recent)

Name of Company: _____ Date of Employment: _____ to _____

Position Held: _____

Reason for leaving: _____

Employers Name: _____ Phone #: _____

Address: _____

May we contact this employer for a work reference? Yes No

If no, why _____

Name of Company: _____ Date of Employment: _____ to _____

Position Held: _____

Reason for leaving: _____

Employers Name: _____ Phone #: _____

Address: _____

May we contact this employer for a work reference? Yes No

If no, why _____

Name of Company: _____ Date of Employment: _____ to _____

Position Held: _____

Reason for leaving: _____

Employers Name: _____ Phone #: _____

Address: _____

May we contact this employer for a work reference? Yes No

If no, why _____

CHARACTER REFERENCE SHEET

Do you have a current driver's license? Yes No

Has your driver's license ever been suspended or revoked? Yes No

Do you smoke cigarettes? Yes No

Do you drink alcoholic beverages? Yes No

Have you ever been arrested or convicted for the use or sale of drugs? Yes No

Have you ever been arrested or convicted of child neglect or child abuse? Yes No

Have you ever been convicted or sued for any type of child abuse? Yes No

If YES, please provide the following information for each. Date: _____ Date: _____

County and State of conviction or filing of lawsuit: _____

Have you ever been arrested for or convicted of any related offense? Yes No

If YES, please explain _____

Have you ever been arrested for or convicted of any misdemeanor or felony? Yes No

If YES, please explain _____

Other than the above matters, is there any fact of circumstance involving you or your background that would call into question your employment with us? Yes No

If YES, please explain _____

V. PERSONAL REFERENCES: (Other than a relative)

Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Years Acquainted: _____ Relationship: _____

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Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Years Acquainted: _____ Relationship: _____

VI. CHRISTIAN EXPERIENCE:

Do you have a personal relationship with Jesus Christ? Yes No

How long have you been a Christian? Date of Conversion: _____

In your own handwriting, briefly give your Christian testimony and the account of your personal salvation experience: _____

Please complete this quote: John 3:16 "For God _____

CHURCH AFFLIATION:

Do you attend church regularly? Yes No If YES, where _____

Denomination/Affiliation: _____

Pastor's Name: _____ Church #: _____

Address: _____

CHURCH PARTICIPATION: Please indicate your involvement in the following areas:

	Regularly	Intermittently	Rarely
Sunday School	_____	_____	_____
Sunday Morning Worship	_____	_____	_____
Midweek Service	_____	_____	_____

Other: _____

Have you personally participated in the leadership of a ministry such as (e.g. Sunday School Teacher, Children's Church, Youth, etc.) Please list: _____

Describe area of responsibility: _____

MATTERS OF FAITH:

Do you believe the Bible to be the inerrant, inspired, and infallible Word of God, final authority in all matters of faith, conduct, and living? Yes No

Please carefully read our 16 Tenets of Faith (attached) and indicate the following:

_____ I fully support these Tenets of Faith as written without reservation.

Signature: _____ Date: _____

Item # _____ Item # _____ The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____ Date: _____

Are you willing to abide by the guidelines concerning your social conduct, habits, and activities that are consistent with those set forth by the Word of God? Yes No

Signature: _____ Date: _____

What are your spiritual strengths? _____

What are your spiritual weaknesses? _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give to you any information they have regarding my character and I release all such references from liability for any damage that may result from furnishing such evaluation to you.

Should my application be accepted, I agree to be bound by the terms of employment and to refrain from unscriptural conduct in the performance of my services on behalf of the church. In signing this application, I not only affirm that the information that I have given here is true and correct, but if hired I am willing to undergo a criminal background check prior to the starting date of my employment.

Applicant's Signature *Date*

NOTE: If hired, there will be a 90-day probation agreement. Upon which, a review of your job performance will be made. In the event, you are unable to perform the required tasks as training to the satisfaction of your employer, your employment may be terminated. Do you agree to this condition? Yes No

If yes, please sign here: _____ Date: _____

<u>For Office Use Only</u>
Notes: _____

Date Employed: _____ Training/Probation Period from _____ to _____
Days _____ Time _____ to _____ Pay Rate: _____

ATTACH A CURRENT COPY OF DRIVER'S LICENSE