

GRACE PLACE LEARNING CENTER

A Ministry of Schertz United Methodist Church

Employment Application

Grace Place Learning Center (GPLC) follows policies set by the Staff Parish Relations Committee (SPRC) of Schertz United Methodist Church.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____ Full Time or Part Time (Circle One)

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

If YES, type of Work Visa _____

Visa number and expiration _____

Have you ever worked for Grace Place or Schertz United Methodist Church? YES NO If yes, when? _____

Have you ever been convicted of a misdemeanor or felony? YES NO

If yes, explain: _____

Are you related to an employee of GPLC or Schertz United Methodist Church? YES NO

If yes, list names and relationship. _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

If No, Grade Completed _____ Have you passed a G.E.D. test? Yes or No (Circle One)

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three personal references.

Full Name: _____ Relationship: _____

Phone: Day () - Evening () -

Address: _____

Full Name: _____ Relationship: _____

Phone: Day () - Evening () -

Address: _____

Full Name: _____ Relationship: _____

Phone: Day () - Evening () -

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Childcare Experience

What previous experience do you have working with children? (volunteer, VBS, babysitting, other)

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge

If this application leads to employment, I understand false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

GRACE PLACE LEARNING CENTER
(SCHERTZ UNITED METHODIST CHURCH)
APPLICANT'S AGREEMENT AND CERTIFICATION

I HEREBY CERTIFY that the information given by me in the Employment Application is true and complete in all respects and that I have not knowingly withheld any facts, circumstances or other information which would, if disclosed affect my application. I agree that if the information given is found to be false, it shall be considered sufficient grounds for denial of employment or discharge.

I HEREBY AUTHORIZE the use of any information in the Employment Application to verify my statements, and I ALSO AUTHORIZE AND REQUEST my past employers, AND all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all persons from any liability or damages on account of having furnished such information.

I FURTHER UNDERSTAND that nothing contained in the Employment Application or in the granting of an interview is intended to create an employment contract between Grace Place Learning Center (GPLC) or Schertz United Methodist Church (SUMC) and myself for either employment or for the providing of benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Grace Place Learning Center or Schertz United Methodist Church unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that GPLC or SUMC retains the same right.

I HEREBY AFFIRM that by submitting the Employment Application and prior to being offered employment with Grace Place Learning Center, I may be tested for use of illegal drugs, and/or substances and after a job is tendered to me, I may have to undergo a medical examination if the position for which I am applying requires same. I FURTHER UNDERSTAND that at any time I may be asked to undergo further testing for illegal drugs and/or substances and medical evaluation as may be needed or required by GPLC or SUMC.

I HEREBY CERTIFY that I have not been convicted and/or found guilty of abuse, neglect, or mistreatment in this state or any state and that I am not listed on any abuse registry in this state or any other state.

I FURTHER UNDERSTAND that if employed, policies and rules that are issued are not a contract of employment and that the employer may revise policies or procedures, in whole or part, at any time.

I HEREBY AFFIRM that by execution of the Employment Application, I acknowledge that GPLC/SUMC has disclosed to me that a Fingerprint Check, an investigative Consumer Report, and/or Criminal Background check, including information as to my character, general reputation, personal characteristics, and mode of living may be made and that I upon request to GPLC and/or SUMC within reasonable time after the date of this application may obtain a complete and accurate disclosure of the nature and scope of the investigation(s) requested.

I UNDERSTAND that all employees of GPLC serve a minimum 30 day training and evaluation period, subject to the discretion of GPLC. If during this period it is found the employee is not performing to expectations, the employee may be dismissed.

I ALSO UNDERSTAND that should I be given employment such employment shall be for an indefinite period of time and may be terminated, at will, for any reason, by me or by GPLC or SUMC without notice or without liability whatsoever, except for unpaid wages or salary earned by the date of termination.

I FURTHER UNDERSTAND that this agreement and the Employment Application will be kept on active file for six (6) months from the date upon which it is signed by me, after which I would have to reapply for employment in accordance with established procedures.

Signature of Applicant _____

Date _____

Printed Name _____

Date _____