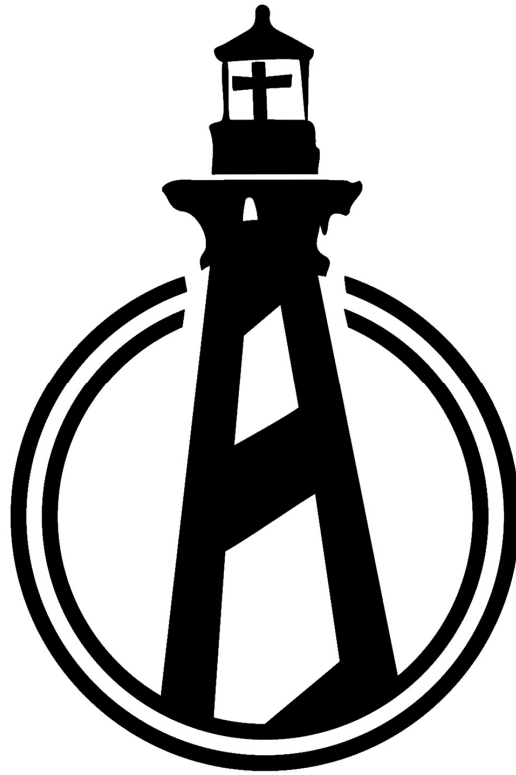


APPLICATION FOR EMPLOYMENT

for Ministry Staff



Anastasia Baptist Church
St. Augustine, Florida
“A Spiritual Lighthouse to Our Community”

Our Mission:
To help people embrace the life-changing truth of Jesus Christ!

Policy For Providing a Safe Environment for Preschoolers, Children and Youth

Anastasia Baptist Church wishes to provide a safe environment for the preschoolers, children and youth who attend activities at the church or who attend events sponsored by the church. The church also wishes to effect responsible hiring practices and to ensure adequate legal safeguards regarding all paid employees, staff, clergy and volunteer church workers. In order to provide this environment, the church is implementing the following policies:

Responsible Screening of Employees

1. All paid church employees, including clergy, will undergo a thorough screening process as a part of the job application procedure.
2. A documented reference check on all paid employees working with preschool, children or youth will be completed prior to employment.
3. A pre-employment criminal history investigation will be made for all persons being considered for full-time or permanent part-time paid employment. A pastor and/or the Personnel Committee will review and evaluate any information obtained from the inquiry into the applicant's criminal history. All information obtained in such an investigation, including any review/evaluation notes, will become a part of the applicant's permanent personnel file.

Responsible Screening of Volunteers

4. A Regular Volunteer is a person who works with preschoolers, children or youth on a regularly recurring schedule. An Occasional Volunteer is a person who works with preschoolers, children or youth on an infrequent basis.
5. All volunteer workers for any and all positions involving work with preschool, children or youth will be screened
6. All adult volunteers working with preschoolers, children or youth are required to be members of Anastasia Baptist Church for a minimum of six months.
7. Adults who have been convicted of either child sexual or physical abuse may **NOT** volunteer service in any church sponsored activity or program involving preschoolers, children or youth.
8. Adult survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with preschoolers, children or youth with one of the pastoral staff prior to engaging in any volunteer service.

Providing a Safe Environment

9. All volunteers must observe the "two adult" rule. This rule requires that adults are never alone with preschoolers, children or youth without another adult partner present.
10. All church staff and regular volunteers who work with preschool, children or youth will complete the training that is recommended and offered in regard to the nature of child abuse; and, in regard to carrying out our policies to prevent sexual abuse.
11. Pertinent state law information concerning child abuse reporting obligations will be posted in the church office.
12. Reporting procedures and response strategy regarding any suspected incident of child and/or sexual abuse are to be developed and periodically updated jointly by the church staff, the Director of the Childcare Center, the Nursery Director/Coordinator, and the Personnel Committee.
13. The Church Administrator will do an annual needs/risk management assessment and update as to adequate liability insurance coverage.

Providing A Proper Response

14. All volunteers must immediately report any behaviors which seem abusive or inappropriate to their supervisor.
15. Response to any and all media inquiries, if an incident occurs, shall be the responsibility of the senior Pastor only.
16. Anastasia Baptist Church takes our policies to prevent molestation and/or sexual abuse seriously and intends to see that the policies are enforced.

**EMPLOYMENT APPLICATION
ANASTASIA BAPTIST CHURCH**

This application is used to objectively review the qualifications of an applicant for full-time paid employment and part-time paid employment at Anastasia Baptist Church. This application is also being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

I. BIOGRAPHICAL DATA

Last Name	First:	Middle:	Social Security Number:
Current Street Address: Apt. No.			Telephone: ()
City:	County:	State:	Zip Code:

II. EDUCATION

High School:	From	To	Diploma/Degree or Incomplete
Address:			Course of Study

Undergraduate College:	From	To	Diploma/Degree or Incomplete
Address:			Course of Study

Graduate / Professional School:	From	To	Diploma/Degree or Incomplete
Address:			Course of Study

Other (please specify)	From	To	Diploma/Degree or Incomplete
Address:			Course of Study

Other (please specify):	From	To	Diploma/Degree or Incomplete
Address:			Course of Study

III. EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations with indicate race, religion, gender, national origin, disabilities or other protected status. If you need additional space, please attach a separate sheet.

May we contact your present employer? Circle one) YES NO

Most Recent Employer:	Work Performed/Job Title:		
Address:	Start Date (Mo/Yr)	End Date (Mo/Yr.)	
Telephone:	Start Hourly Rate/Salary	End Hourly Rate/Salary	
Supervisor's Name and Telephone Number (Work and Home)	Reason for Leaving:		

Employer:	Work Performed/Job Title:	
Address:	Start Date (Mo/Yr.)	End Date (Mo/Yr.)
Telephone:	Start Hourly Rate/Salary	End Hourly Rate/Salary
Supervisor's Name and Telephone Number (Work and Home)	Reason for Leaving:	

Employer:	Work Performed/Job Title:	
Address:	Start Date (Mo/Yr.)	End Date (Mo/Yr.)
Telephone:	Start Hourly Rate/Salary	End Hourly Rate/Salary
Supervisor's Name and Telephone Number (Work and Home)	Reason for Leaving:	

List professional, trade, business, or civic activities and offices held. You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

IV. MILITARY TRAINING

Describe any job-related training received in the United States Military

VI. UNIQUE ABILITIES

Describe any specialized training, apprenticeship, skills and extracurricular activities, experience, talents.

VII. CHURCH LIFE

Name of church of which you are a member:
Location:
Denomination
What do you understand it takes for a person to go to heaven?

List church activities in which you participate:

List other churches you have attended regularly during the past 5 years.

Church name:			
Street:	City:	State:	Zip Code:
Church name:			
Street:	City:	State:	Zip Code:

VIII. RESIDENCE HISTORY

Previous Residences

Please list previous residence addresses for the last 10 years or back to your 18th birthday. If additional space is needed please attach another sheet and indicate on the application.

Street Address: Apt. No.		Telephone: ()			
City:	County:	State	Zip Code:	From	To
Name of person who knew you :					
Street Address: Apt. No.					
City,	State:	Zip Code:	Telephone:()		

Previous Residence

Street Address: Apt. No.		Telephone: ()			
City:	County:	State:	Zip Code:	From	To
Name of person who knew you :					
Street Address: Apt. No.					
City,	State:	Zip Code:	Telephone:()		

Previous Residence

Street Address: Apt. No.		Telephone: ()			
City:	County:	State:	Zip Code:	From	To
Name of person who knew you :					
Street Address: Apt. No.					
City,	State:	Zip Code:	Telephone:()		

Previous Residence

Street Address: Apt. No.		Telephone: ()			
City:	County:	State:	Zip Code:	From	To
Name of person who knew you :					
Street Address: Apt. No.					
City,	State:	Zip Code:	Telephone:()		

X. POLICE RECORD

Please answer yes or no to the following questions:

- | | | |
|-----|----|---|
| Yes | No | 1. Have you ever been charged with or convicted of any felony offense? |
| Yes | No | 2. Have you ever been charged with or convicted of child abuse, molestation or a sexual offense? |
| Yes | No | 3. Are there currently any charges pending against you for any criminal offense? |
| Yes | No | 4. Have you ever been charged with or convicted of any offense(s) related to alcohol or drugs? |
| Yes | No | 5. In the past five years, have you ever knowingly used any narcotics, amphetamines or barbiturates, other than those prescribed to you by a physician? |
| Yes | No | 6. In the past five years, have you been arrested for, charged with, or convicted for any offense(s) not listed above? (Leave out traffic fines of less than \$100) |

XI. GENERAL DATA

Medical Data

- Yes No 1. In your best judgment, do you have any health problems which would impact on you ability to function and/or limit your job performance, or physical/mental problems which you choose to identify as a matter of record to Anastasia Baptist Church?
- Yes No 2. In your best judgment, are you on any medication, which would inhibit your job performance?
- Yes No 3. Were you a victim of abuse or molestation while minor? *If you prefer, you may refuse to answer this question or you may discuss your answer in confidence with the minister rather than answering it on this form. Answering yes, or leaving the question unanswered will not automatically disqualify an applicant for preschool, children, or youth work.*

Financial Credit History

- Yes No 4. In the last five years, have you or a company over which you exercised some control, filed for bankruptcy, been declared bankrupt, been subject to a tax lien, or had legal judgment rendered against you for a debt?

Civil Judgments

- Yes No 5. In the last five years, have you had any civil judgments filed against you?
- Yes No 6. Have you ever been a defendant in a civil law suit for an intentional act such as battery, assault, intentional inflicting of emotional distress, etc.

If you answered yes to any of the above questions, please furnish details in the space below and use additional sheets as necessary:

XII. CHARACTER REFERENCES

Please list three personal references (not a relative or employer)

Name:	Relationship to You:
Address:	Home Phone:
City, State, Zip Code:	Daytime Phone:

Name:	Relationship to You:
Address:	Home Phone:
City, State, Zip Code:	Daytime Phone:

Name:	Relationship to You:
Address:	Home Phone:
City, State, Zip Code:	Daytime Phone:

I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for work with preschoolers, children or youth. In consideration of the receipt and evaluation of this application by Anastasia Baptist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of compliance or any attempts to comply, with this authorization.

Should my application be accepted I agree to be bound by the policies, and moral and spiritual teachings of Anastasia Baptist Church, and to refrain from unscriptural conduct in the performance of my services on Behalf of the church.

I understand that employees of Anastasia Baptist Church are employed "at the will" of the employer. Anastasia Baptist Church retains the right that employment may be terminated with or without cause at any time.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement, which I have read and understand.

Signature of Applicant: _____ Date: _____