

Gardendale First Baptist Church

Application for Employment • Non-Ministerial Employees

Instructions: To assist us in better understanding your qualifications and interests and to assure the fullest consideration, please provide all of the information requested on this application. Please read the "Applicant Statement" found on page 4 of this application form before answering any of the questions. Sign the application at the bottom of page 4 and return it to the church office. PLEASE PRINT OR TYPE ALL INFORMATION.

Date of application _____/_____/_____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Primary contact number (_____) _____ Other contact number (_____) _____

Are you 18 years of age or older? Yes No

Are you a United States citizen or alien legally authorized to work in the United States? Yes No

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration for employment.

Yes If yes, please explain fully on a separate sheet. No

What position are you seeking? _____
 Full-time Part-time

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation? Yes No If no, please explain (use a separate sheet if necessary).

Date you would be available _____/_____/_____

Christian Background

Please provide the following information concerning your church attendance over the past five years.

Current Church _____

Address _____

Phone (_____) _____ Dates Attended _____

Previous Church _____

Address _____

Phone (_____) _____ Dates Attended _____

Previous Church _____

Address _____

Phone (_____) _____ Dates Attended _____

Employment History

Provide the following information for your last three employers starting with the most recent.

Employer _____ Telephone (____) _____

Address _____

Job Title _____ Status: Full-time Part-time Temporary

Supervisor or Contact Person for Reference _____

Dates employed: From ____/____/____ To ____/____/____ Starting Salary _____ Ending Salary _____

Reason for Leaving _____

Summarize the type of work performed and job responsibilities:

Employer _____ Telephone (____) _____

Address _____

Job Title _____ Status: Full-time Part-time Temporary

Supervisor or Contact Person for Reference _____

Dates employed: From ____/____/____ To ____/____/____ Starting Salary _____ Ending Salary _____

Reason for Leaving _____

Summarize the type of work performed and job responsibilities:

Employer _____ Telephone (____) _____

Address _____

Job Title _____ Status: Full-time Part-time Temporary

Supervisor or Contact Person for Reference _____

Dates employed: From ____/____/____ To ____/____/____ Starting Salary _____ Ending Salary _____

Reason for Leaving _____

Summarize the type of work performed and job responsibilities:

Educational Background

Circle the highest grade completed. High School 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Apprentice, business or vocational school _____

School and Location	Major	Diploma/Degree	Graduated (Yes/No)

Skills and Qualifications

List any additional training or experience you have had that qualifies you for the position you are seeking, including any foreign language skills, computer or software application skills.

References

Please provide individuals you can use for personal and character references. Do not list relatives.

Name	Occupation	Phone Number	Years Known

Please provide references from your professional and/or academic life.

Name	Occupation	Phone Number	Years Known

Applicant Statement

I hereby affirm that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I expressly authorize, without reservation, Gardendale First Baptist Church, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that if offered a position with Gardendale First Baptist Church, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

If employed, I agree to engage in no outside activity which would involve a conflict of interest with, or which could reflect adversely on Gardendale First Baptist Church. I understand this decision is to rest with church leadership.

If employed, I agree to hold in strictest confidence any information concerning the church, its members and its employees which may come to my knowledge.

I understand that Gardendale First Baptist Church does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days. At the end of that time, if I have not heard from the church and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

It is my understanding that Gardendale First Baptist Church is an at-will employer and by understanding this it has been explained to me that if I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the church reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by myself, the Senior Pastor and/or one of the Executive Pastors of Gardendale First Baptist Church.

I also understand that if I am hired, I will be required to provide original documents as proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature of Applicant _____ Date ____/____/____

AN EQUAL OPPORTUNITY EMPLOYER

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

I. A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report; you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud; you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

II. States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to the Surface Transportation Board

5. Creditors Subject to the Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau
1700 G Street, N.W.
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box. 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, DC 20590

Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street, S.W.
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, S.W., 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F Street, N.E.
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

GARDENDALE FIRST BAPTIST CHURCH
Gardendale, AL 35071
Volunteer Background Investigation Release Form

In order to provide a secure environment for those to whom we provide services, our staff and volunteers, and our community, Gardendale First Baptist Church by and through its agents and representatives, routinely procures background investigations on those who minister on the church's behalf. Please understand that this policy helps us ensure that our services are delivered in a professional and safe manner. This may include procurement of a consumer report (as defined by the Fair Credit Reporting Act) from MinistrySafe, LLC (dba Abuse Prevention Systems), a Consumer Reporting Agency.

By signing below, you grant permission to Gardendale First Baptist Church, by and through its agents and representatives, to obtain such a report now or at any point in the future in connection with your volunteer position. You also grant permission to all parties to release information regarding your character, previous or current military service, or criminal or civil litigation matters to Gardendale First Baptist Church **Error! Reference source not found.** by and through its agents and representatives, or to MinistrySafe, LLC (dba Abuse Prevention Systems), including information that may be deemed negative.

Signature of Applicant/Legal Guardian Date

Identity Information

First Name:

Middle Name:

Last Name:

Other Names Used:
(maiden names or aliases)

Social Security Number: - -

Date of Birth: Month: Day: Year:

Current Home Address:

City: State: ZIP:

Drivers License State: Number:

Please list each city/county and state in which you have lived, worked, or attended school during the last ten years. Use a second form if necessary to provide full disclosure.

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State: