

FBCS Application for Employment

With Arbitration Provision

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. As part of the employment application process and as permitted by law, we may (a) conduct criminal and driver's license background checks and/or (b) obtain your credit report from credit reporting agencies. Please note that all employment is "At Will." Either of us may terminate employment at any time and for any or no reason.

Applicant's name: _____ Date: _____
Position(s) applied for or type of work desired: _____
Address: _____
Telephone #: _____ Social Security #: _____
Type of employment desired: _____ full-time _____ part-time _____ temporary
Date you will be available to start work: _____
Are you able to meet the attendance requirements? _____ Yes _____ No
Do you have any objection to working overtime if necessary? _____ Yes _____ No
Can you travel, if required, by this position? _____ Yes _____ No
Have you ever been previously employed by our organization? _____ Yes _____ No
Can you submit proof of legal employment authorization and identity? _____ Yes _____ No
Driver's license number: _____
How were you referred to us? _____
Are you subject to any employment, confidentiality or non-competition
Non-Solicitation Agreement with any present or former employer? _____ Yes _____ No
If yes, please explain and list any such employer: _____

Employment History

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

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Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____

College: _____

Technical Training: _____

Other: _____

References

List 3 references' names, telephone numbers, and years known (do not include relatives or employers):

I hereby authorize Employer, its directors, officers, employees and agents to (a) contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references and (b) as permitted by law (i) conduct criminal and driver license background checks and/or (ii) obtain your credit report from credit reporting agencies. I also hereby release from liability Employer, its directors, officers, employees and agents for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment, if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that employment is "At Will" there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I, or the employer, can terminate the relationship at will, with or without cause, at any time, so long as there is no violation, of applicable federal or state law. I also acknowledge that if I am offered employment, as a condition of employment, I will be required to enter into an "At Will Employment Agreement."

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the federal and state law.

I also understand that, if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

The Employee agrees that Employee will settle any and all previously unasserted claims, disputes or controversies arising out of or relating to this application or candidacy for employment, and if hired, employment and/or cessation of employment with Employer, **exclusively** by final and binding **arbitration** before a panel of 3 neutral Arbitrators under the Rules of the American Arbitration Association. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the law of contracts and the law of tort.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____



REFERENCE CHECK LIST (please provide 3 references)

Applicant's Name: _____

Previous Employer: _____

Contact Name: _____ Tel No.: _____

Relationship to Applicant: _____

Dates of Employment: _____

Positions Held: _____

Job Description: _____

Responsibilities: _____

Greatest Strengths: _____

Greatest Weaknesses: _____

Reason for Leaving Job: _____

	Yes	No	Comments
Rehireable			
Reliable			
Punctual			
Honest/Trustworthy			
Work Ethic			

Comments: _____

Reference Check Done By: _____ Date: _____



Applicant's Authorization and Release to Check References

Applicant's _____ name:

Applicant's address:

Social Security No: _____ Telephone No.: _____

Applicant's Authorization and Release

I hereby authorize Employer, its directors, officers, employees and agents to contact, obtain, and verify the accuracy of information concerning references which I have specified in my Employment Application. I also release the Employer and those companies and individuals acting under this release from any and all liability and damage arising out of or relating to the information furnished the Employer by such references. Such release covers all tort and contracts claims, including, but not limited to defamation and negligence.

I understand that this Authorization and Release will permit my references to give the Employer information about me relating to the following: [Applicant to initial line next to information which References may give to Employer]

- ___ Dates of Employment
- ___ Positions held
- ___ Attendance
- ___ Disciplinary actions/warning letters
- ___ Overall job performance
- ___ Salary
- ___ Reasons for employment termination
- ___ Rehireability

Applicant's Signature

Date

Witness Signature

Date

Printed Name of Witness

**ACKNOWLEDGMENT
OF RECEIPT OF EMPLOYEE HANDBOOK,
“AT WILL” EMPLOYMENT AND
RIGHTS OF EMPLOYER WITH RESPECT TO
EMPLOYER FURNISHED EQUIPMENT AND SERVICES**

The Employee named below acknowledges receipt of First Baptist Christian School’s Employee Policy Manual and that such manual does not create a contract of employment between First Baptist Christian School and Employee. Employment with First Baptist Christian School shall always be “At Will.” The Employee further acknowledges that the equipment, working areas, break areas, offices and all First Baptist Christian School property, services and technology including access to the Internet and e-mail remain at all times the property of First Baptist Christian School. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. First Baptist Christian School reserves the right to monitor the workplace, telephone conversations and internet traffic and retrieve and read any data composed, sent, or received through First Baptist Christian School’s online connections and stored on all computer systems.

Employee’s Signature

Witness Signature

Printed Name

Printed Name

Date Signed: _____

Date Signed: _____

FIRST BAPTIST CHRISTIAN SCHOOL STATEMENT OF FAITH

We believe:

1. The Holy Bible is inspired by God, completely infallible and inerrant, and is the authoritative word of God; therefore, it is the basis on which education stems. (1 Peter 1:21)
2. One God is eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Gen. 1:1)
3. God created man in his own image. When man brought sin into the world a renewing of the mind was required for man to transform into God's image. God created all of creation by His direct act, not evolution. (1 Cor. 3:18; Col. 3:10; Gen. 1:26-27)
4. God is omnipotent. God is sinless, and through His Son, Jesus, gave a sinless example of life on earth by which we should pattern our own lives. Miracles occurred through Jesus Christ. Jesus Christ was born of a virgin, Mary. Jesus Christ died to save us from our certain death. Jesus Christ arose and ascended to Heaven to serve and live at the right hand of God, the Father. God will return to earth in the form of His Son, once again. (Rev. 19:11)
5. God desires His believers to join together in Christian love and spiritual unity in the name of Jesus Christ. It is our duty to promote harmony. (Ps. 133)
6. God lives within each and every Christian; He enables us to live as He would have us live. (Rom. 8:11-13)
7. Adam and Eve yielded to the temptation of Satan and became fallen creatures. All men are born in sin. Salvation is based upon our belief in Jesus Christ and through faith, knowing that He, God's Son, died on Calvary's cross so that we may have everlasting life through Him. Upon this faith and belief, we may be spiritually born again by God's grace. (John 3:16)
8. Baptism by immersion represents the act of death to the old life, burial, and resurrection into the new life of Christ, which was the example Jesus Christ gave us. Therefore when we accept, by faith and belief, Jesus Christ, we follow His example of baptism by immersion. (Rom. 6:4-5)
9. Each learner should hear how to come to know Jesus Christ as Lord and Savior and to be challenged to meet life with God given character traits. (Mt. 18:14)

Signature

Date