

# Employment Safety Application

For Office Use Only	
App. Rec'd. _____	Interview _____
3 References _____	CBI to HR _____
SMP recorded _____	CBI cleared _____
Contacted _____	In Shelby org _____
Hiring Pkt _____	Training _____
Nametag/Label _____	Schedule _____

**Woodmen Valley Chapel - Children's Ministry**  
 290 E. Woodmen Road  
 Colorado Springs, CO 80919  
 (719) 388-4952 FAX (719) 592-9305

**Circle Preferred Campus:**

Rockrimmon  
 Woodmen Heights  
 Either

**Circle Availability:**

Tues AM      Tues PM  
 Wed AM      Wed PM  
 Thurs AM    Thurs PM  
 Sun PM

**General Information:** *Please Print Clearly*

Date: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Employment Desired:**

Position:	Date you can start:
Are you employed now?	If so, may we contact your present employer?
Presently employed at:	Present Supervisor:
Have you ever been employed by WVC?	If so when?
Do you have relatives employed by WVC?	If so, whom?

**Background Information:**

Are you a member or regular attendee of WVC? \_\_\_\_\_ How long? \_\_\_\_\_

Which WVC service do you regularly attend? \_\_\_\_\_

Have you personally accepted Jesus Christ as your Lord and Savior? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you committed to letting His spirit work through you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Tell us about your spiritual journey to date: \_\_\_\_\_

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How long have you lived at your current address? \_\_\_\_\_

List all other cities and states where you have lived as an adult:

Cities	States	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the name, address, city and state of other churches you have attended regularly during the past 10 years:

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Please list all previous church work involving children, students or vulnerable populations (impaired adults, special needs individuals, etc.) and their ages. (List church, type of work carried out, dates, and a contact person familiar with your work there; please provide information of church if not listed above. Attach another page for more space, if necessary.)

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Please list all previous non-church work involving children, students or vulnerable populations. (List each organization's name and address, type of work carried out, dates and a contact person familiar with your work there.) Attach another page for more space, if necessary.

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What special talents, vocations, preparation, training or other strengths or experiences that you believe the Lord has given you would help you serve our children, students or vulnerable adults effectively?

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Why are you interested in working in Children's Ministries?

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Do you have a preference concerning the age group or sex of children or students with whom you would like to work? Why?

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How would you maintain control in your classroom or small group (if appropriate)?

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Please provide references from the following: one professional reference (if applicable) or one family member, one pastor or church leader, and one personal reference. At least one reference must be a member of the opposite sex. Please contact these references and inform them an authorized WVC church staff person will be contacting them.

Reference Name	Relationship	Email	Phone Number

**RELEASE**

I authorize Woodmen Valley Chapel to contact all individuals, organizations and references listed on this Employment Safety Application in order to verify the information I have provided to the church. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references, as well as contact persons from my previous church and non-church work/service.

I specifically authorize the church to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have on this form is true, complete and correct in all respects.

Signature\_\_\_\_\_

Printed Name \_\_\_\_\_

Date\_\_\_\_\_

## Children's Ministries Statement and Agreed Code of Conduct:

### Please initial each of the following sentences:

- I declare that all statements contained in my Employment Application are true. I understand that any misrepresentation or omission is cause for dismissal from any ministry involvement.
- I understand that my references and contacts from prior church or non-church work with children, student or disabled adults will be contacted and that an appropriate criminal background check will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize the church to undertake a criminal background check of my past.
- I understand that I can withdraw from the application process at any time.
- I understand that WVC has a policy of ZERO TOLERANCE for abuse and takes all allegations seriously. I further understand that WVC cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.
- I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult, and I have never been accused of these acts.
- I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application, and that refusal to inform WVC of the contents of a sealed criminal record will result in the automatic denial of the application.
- I will read and abide by all WVC Policies and Procedures.
- All aspects of this application, including all necessary paperwork, interview and Ministry Safe Training will be completed on or before my date of hire.
- I will attend a WVC church service on a regular basis.
- I, as a leader, will never be alone with anyone of the opposite sex.
- I will not have inappropriate physical contact with anyone on the team.
- I understand that I am making a commitment to the Children's Ministry Department at Woodmen Valley Chapel and agree to be a responsible team member by doing the following:
- Attend all my scheduled times, except when ill, arriving at least ½ hour before the event time
  - Make advance arrangements when I am unable to work
  - Check my email weekly and prepare my lesson beforehand
  - Show respect to the leaders and children at all times
  - Respect the rules and follow them
  - Encourage the children by being an ambassador for Jesus
  - Agree to accept discipleship/mentoring from other leader
  - Attend other forums of training offered throughout the year to improve my skills and learn to better serve our children and families
  - I will work a minimum of one weekly event throughout the school year

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed and signed application to Woodmen Valley Chapel, 290 E. Woodmen Rd. Colorado Springs, CO 80919 or leave at any Children's Welcome Desk on the weekends.

**Incomplete packets will not be processed.**

**Woodmen Valley Chapel Children's Ministry Employment Safety Application, #2**

*Because our church cares for our members and our children, and desires to protect them, please answer the following questions honestly. We understand that the answers to these questions may be private and deeply personal. Your answers will be kept confidential. The answers to these questions do not necessarily disqualify you from involvement with our ministry, but provide opportunity for our staff to follow up on potential issues.*

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction, or has anyone ever suggested that you may have a problem with any of the above? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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Have you ever been treated for a psychiatric disorder? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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When you are unhappy, angry or emotional about a person or circumstance, what do you do?

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Have you experienced any significant physical or emotional stresses within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crises? If so, please briefly explain. (Use back of page if necessary.)

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Do you consider yourself to have been physically or sexually abused as a child? (This information will be kept entirely confidential.) \_\_\_\_\_

If you were physically or sexually abused as a child, would you consider utilizing church resources to seek counseling/healing in this area of your life? \_\_\_\_\_

Have you ever physically or sexually abused a child? \_\_\_\_\_

Has someone ever accused you of abusing a child? \_\_\_\_\_

Are there circumstances or patterns in your life that would make it inappropriate for you to serve with children or compromise the integrity of WVC? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain:

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Printed Name \_\_\_\_\_ Date \_\_\_\_\_