

## **2018-2019 APPLICATION FOR EMPLOYMENT EAST HILL BAPTIST WEEKDAY CHILDREN'S MINISTRIES**

Applicants, please read the following information carefully before completing the application. These positions are temporary and seasonal and provide no benefits.

### **OUR MISSION:**

We are dedicated to following Christ's example of ministry through faithful discipleship, Christian fellowship, and spiritual worship. If you would like to apply here, it is important for you to know that this program is considered a ministry, not just a job. Please pray carefully and take very seriously your decision to submit an application to East Hill Baptist Weekday Children's Ministries. The children you will lead through the adventures of after school range from Kindergarten through 8<sup>th</sup> grade. The children are divided into groups and led to various camp activities by their Group Leader. Instructors lead the campers in the activities.

### **We will be hiring the following:**

Activity Instructors: WORD (bible), Crafts, Gym/Outdoor Games, PRAISE (music), ART  
Other Positions: Group Leaders, Grades PreK-8<sup>th</sup>

### **BASIC REQUIREMENTS FOR A POSITION**

#### **CHRISTIAN:**

The VII of the Civil Rights Act provides a hiring exception, which allows us to require religious qualifications in order to be considered for or offered a position in this church ministry. We hire professing Christians who are active and committed to a Christian church. Employees must be willing to teach Christian principles as approved by the Program Administration of East Hill Baptist Church. Employees may be called upon to give their testimony describing their decision to accept Jesus Christ as their personal Savior. All employees will be expected to display an appropriate attitude for working in a Christian environment and a willingness to minister to the children and fellow staff.

#### **AVAILABILITY:**

Be available to work August 17<sup>th</sup>-May 25<sup>th</sup> and between the hours of 2:30-6:00 (Staff will be assigned specific shifts at training.) There will be a mandatory training and staff will be notified in advance of the dates.

#### **STATE REQUIREMENTS:**

Applicants must be willing to meet all state requirements to work with children. If you are offered employment here, you will not be officially hired or allowed to start work until Level 2 background screening has cleared.

The new law prohibits child care programs from hiring anyone into the role of child care personnel, as defined in Section 402.305, Florida Statutes that has not cleared a Level 2 background screening. Cleared screening results for all child care personnel, which include volunteers working over 10 hours per month, must be received prior to the hiring and placement of the individual in a caretaker role in the child care program.

**\*\*\* Applicants will be contacted if hired.**

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Name: \_\_\_\_\_ Male or Female: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_ (S-5X)

Local Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ SSN: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

All instructors and Group Leaders must be at least 18 years of age.

Please write the position applying for in order of preference (see positions listed near top of application cover page).

Please list three:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If applying for group leader, which grade would you prefer? \_\_\_\_\_

Your Grade or education completed at time: \_\_\_\_\_

School or college attending: \_\_\_\_\_

College or university graduated from: \_\_\_\_\_ Degree earned: \_\_\_\_\_

List paid jobs you have held:				
Position	Dates	Employer	Supervisor	Phone #

List any other experience you have working with children or in recreation. Also, list any special skills or activities you feel qualified to teach.

\_\_\_\_\_

\_\_\_\_\_

Member of what church: \_\_\_\_\_ Where: \_\_\_\_\_

Local church you are currently involved in: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

How did you find this job? : \_\_\_\_\_

I have read the cover sheet and understand the basic requirements for employment in the East Hill Baptist Weekday Children's Ministries. I further understand that specific duties and detailed requirements of my job will be explained if I am accepted. I realize that I am applying to serve in a Christian Ministry of East Hill Baptist Church. As a part of this ministry I will be called to share the gospel of Jesus Christ.

\_\_\_\_\_

Signature Date

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Briefly describe below how you came to know Jesus Christ as your personal Savior, and list any church activities you are involved in currently.

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Please list at least 2 references other than relatives that have known you at least two years:

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

**Do you foresee any conflicts with working from August 13<sup>th</sup>-May 24<sup>th</sup>?**

**Please circle: YES or NO**

**Do you foresee any conflicts with working the hours of 2:30pm-6:00pm?**

**Please circle: YES or NO**

If you answered **YES** to either question, please take the time to write the dates on the back that you will need off. **Keep in mind the number of days you request off will affect the decision of your employment.** This does include school schedules as well.

**During the school year we will have staff meetings that require mandatory attendance. Therefore we will do our best to give 2 weeks notice in order to make sure you are available.**

***East Hill Baptist Weekday Children's Ministries is a wonderful working environment. We appreciate your interest in working with us.***

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**IMPORTANT DATES**

August 13, 2018	First Day of Before/After School
December 21, 2018	Last Day of Before/After School (before Christmas Holiday)
January 8, 2019	Before/After School Back Open
May 24, 2019	Last Day of Before/After School for the School Year
June 3, 2019	First Day of Summer Day Camp

**DATES CLOSED**

September 3, 2018	Closed (Labor Day)
November 12, 2018	Closed (Veteran's Day)
November 21-23, 2018	Closed (Thanksgiving Holidays)
December 24-31, 2018	Closed (Christmas Holidays)
January 1-6, 2019	Closed (Christmas Holiday)
January 21, 2019	Closed (MLK Birthday)
May 27, 2019	Closed (Memorial Day)
May 28-31, 2019	Closed (Summer Camp Prep)

**ALL DAY REC & SPRING BREAK**

September 19, 2018	All Day Recreation (Fall Holiday)
October 12, 2018	All Day Recreation (Teacher Planning Day)
November 19-20, 2018	All Day Recreation (Mon/Tue. of Thanksgiving)
January 7, 2019	All Day Recreation (Teacher Planning Day)
March 18-22, 2019	Spring Break Camp
March 25, 2019	All Day Recreation (Teacher Planning Day)

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## RECOMMENDATION FOR EMPLOYMENT

To the Church Leader: Please return this form directly to the address listed on bottom of page.

APPLICANT'S NAME \_\_\_\_\_

This recommendation is for the confidential use of East Hill's Summer Day Camp Ministry. This information will not be shared with the applicant or with other persons or institutions.

Church Leader's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Church Name and Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ How long have you known the applicant? : \_\_\_\_\_

List church activities the applicant is involved in currently: \_\_\_\_\_

Please evaluate the applicant in the following areas by marking <b>5 for Outstanding, 4 for Above Average, 3 for Average, 2 for Below Average, 1 for Poor or NI for No Information.</b> Please make comments on the back of this sheet for any Below Average or Poor responses. Feel free to use that space for any other comments that may aid us in our decision.						
CHARACTER	5	4	3	2	1	NI
JUDGMENT	5	4	3	2	1	NI
EMOTIONAL STABILITY	5	4	3	2	1	NI
MATURITY	5	4	3	2	1	NI
CHURCH ATTENDANCE	5	4	3	2	1	NI
POTENTIAL FOR EFFECTIVE MINISTRY	5	4	3	2	1	NI
CHRISTIAN COMMITMENT	5	4	3	2	1	NI
DEPENDABILITY	5	4	3	2	1	NI
SKILL IN RELATING TO OTHERS	5	4	3	2	1	NI
TEACHABILITY	5	4	3	2	1	NI
MORAL VALUES	5	4	3	2	1	NI

Do you know any physical, mental or emotional problems that might hinder effective work in Christian Ministry? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please elaborate below.

Do you know of any personal habits or personal prejudices that might inhibit service in a church-related position? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please elaborate below.

Do you recommend this person for employment? \_\_\_\_\_ if yes, please circle one

WITH ENTHUSIASM

WITH SOME RESERVATIONS

WITH RELUCTANCE

**\*If you would NOT recommend this person for employment or have reservations, please explain on the back.**

**\*Please add any other additional comments on back to aid us in our consideration of this person for our ministry.**

Thank you for your thoughtful responses. Please return this form via email to [whitney@easthill.net](mailto:whitney@easthill.net)

**Margaret Bardes, Director of Weekday Children's Ministries**  
**East Hill Baptist Summer Day Camp**  
**912 Miccosukee Road**  
**Tallahassee, Florida 32308 or**