

# EAST HILL BAPTIST WEEKDAY CHILDREN'S MINISTRY APPLICATION FOR EMPLOYMENT



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

## OUR MISSION

We are dedicated to a daily investment in every child who comes through our program, as we faithfully model the love of God and share the Gospel of Jesus Christ with every child and family.

If you would like to apply here, it is important for you to know that this program is a ministry of East Hill Baptist Church and is 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 will range from Pre-K through 8th grade. The children are divided into groups and led to various camp activities by their Group Leader.

## BASIC REQUIREMENTS FOR EMPLOYMENT

### 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 10th - May 23rd for assigned shifts. 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.

Additionally, all staff are required to pass tests for 40-hours of DCF training within the first year of working at East Hill Weekday Children's Program.

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## BEFORE & AFTER-SCHOOL PROGRAM

### PERSONAL INFORMATION

Full Name :

Gender : ☐ Male ☐ Female Date Of Birth :        
M M D D Y Y

Address :

City :  Zip Code :

Phone Number :  Social Security :

E-Mail :

Means of Transportation :  Driver License : ☐ Yes ☐ No

Emergency Contact :  EC's Phone :

How did you find this job?

Church Attending :  Member at Church : ☐ Yes ☐ No

Pastor's Name :  Pastor's Phone :

### EXPERIENCE

Grade or Education Completed :

If applicable, School or College Attending :

If applicable, College Graduated From :

If applicable, Degree Earned :

Please list the previous/current jobs you have held in chronological order (3 max):

POSITION	DATES	EMPLOYER	SUPERVISOR	PHONE

## EXPERIENCE CONT.

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

Please rank the position(s) you would prefer in order of preference  
(Group Leader, Instructor, Runner, Rotator) :

1.
2.
3.

If applying for the Group  
Leader position, which  
age/grade would you prefer?

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

## REFERENCES

Please list two non-relative references that have known you at least two years:

Name :

Employer :

Relationship to  
Reference :

Phone :

Name :

Employer :

Relationship to  
Reference :

Phone :

## ADDENDUM/SUPPLEMENTAL STATEMENT

Have you ever worked in a facility/home in a state or jurisdiction that has been fined, or had a license denied, revoked or suspended? Have you ever been the subject of a disciplinary action or been fined while employed in a child care facility, family child care home or while operating a family child care home?

☐ Yes ☐ No

If yes, explain:

*If the applicant admits that he/she has been a party of such action, the employer shall review the nature of the denial, suspension, revocations, disciplinary action, or fine before the applicant is hired.*

*[Section 402.3055(1)(b), Florida Statutes]*

## AVAILABILITY

B/ASP: Do you foresee any conflicts with working from August 10th - May 23rd?  
(Please note that you will be expected to work the entirety of the LCS school year.)

☐ Yes ☐ No

BSP: Do you foresee any conflicts with working the hours of 7:15am - 9:15am?

☐ Yes ☐ No

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

☐ Yes ☐ No

If you answered YES to one of these questions, please take the time to write the dates that you will need off below. Keep in mind the number of days you request off will affect the decision of your employment. Any additional time is not always guaranteed once an application has been processed.

I, \_\_\_\_\_, certify that all of the information above was answered honestly to the best of my ability. Under penalty of perjury, I swear and affirm that all the information given within this application is complete and accurate. 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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# EAST HILL BAPTIST WEEKDAY CHILDREN'S MINISTRY SEMESTER AVAILABILITY SCHEDULE



Staff, please fill out the daily time ranges of availability for your weekly schedule each B/ASP semester. If you need to make changes to this availability schedule during a semester, we can adjust this document. Thank you!

Name :

Year :  Semester : ☐ Spring ☐ Fall

Only write in time ranges you are available to work, Lord willing. Please leave slots blank if you are unable to work within the time ranges. Lastly, please include any helpful notes to serve as reminders regarding your availability.

Semester Availability			
Day	Before School (7:30 - 9:15am)	After School (2:15-6:00pm)	Notes
<i>Example</i>		3:00 - 6:00pm	Class until 2:30
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

All available hours are not guaranteed to be scheduled; however, we will provide as many work hours as we can.

We understand that schedules change. If your schedule opens up or tightens during a semester, please let us know and we will make sure to update your work schedule. Lastly, if there are certain situations in which you are able to work one day you normally aren't able to, please let us know and we will try to work you in! :)

*\*Time-off requests are separate from your semester availability schedule.\**