

Northwest Baptist Church



Northwest Christian Academy

951 NW 136 Street ♦ Miami, FL 33168 ♦ Phone: (305) 685-8734

EMPLOYMENT OR VOLUNTEER APPLICATION

As a nonprofit organization Northwest Baptist Church is exempt from taxes under federal law. Therefore, anyone employed with this ministry is not eligible to receive unemployment wages upon termination of their employment with Northwest Baptist Church and its related ministries.

All applicants are considered for positions without regard to race, color, national or ethnic origin, sex (gender), disability, or age.

REFERRAL SOURCE – Please indicate how you heard about this position.

Advertisement Employee Relative Walk-in Other Name of Source _____

PERSONAL INFORMATION

Last Name, First , Middle (Mr./Mrs./Miss)			Date
Address			Social Security
Home number	Cell Phone Number	Work Number	E-mail address
If necessary, what is the best time to call you at home?		May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>			

POSITION AVAILABILITY

Position desired		Salary desired	
1 st Choice			
2 nd Choice			
Type of employment desired Full time <input type="checkbox"/> Part time <input type="checkbox"/> Substitute <input type="checkbox"/> Date available to start work -			
Circle days available to work Sun. Mon Tues Wed Thurs Fri Sat			

EDUCATION

School	Location	Dates attended	Major	Degree/ Diploma

Comments regarding educational preparation (ex. Academic honors, extra-curricular activities):

REFERENCES

List 5 references, not related to you, who have observed your professional, academic, or spiritual qualities.

Name	Organization	Telephone	Years Known	Capacity in which the Person observed you.

ORGANIZATION PARTICIPIATION

List memberships in professional, trade or civic associations and any offices held.

Organization	Office held	Dates

DISCLOSURE STATEMENT

Northwest Baptist Church, Inc. (NBC) and its related ministries have a tremendous responsibility to its constituents and as such it is necessary to request information regarding criminal convictions from all applicants. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially complete this form to the Human Resources Department within three working days of occurrence.

Have you been convicted of a crime in the last seven (7) years? Yes No If yes, please explain:

Conviction Charge	Date of Conviction	Court of Conviction

Comments: (ex. Fines, probation and/or jail term, etc.)

Other names used	Driver's License Number/State of issue
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EMPLOYMENT HISTORY

Provide the following information for your past and current employers starting with the most recent (use additional sheets if necessary). Clarify any gaps in employment by attaching a written explanation.

Name of Employer	Address	Phone number
Job Title	Dates Employed (Beginning and ending)	Immediate Supervisor's name
Starting salary	Final Salary	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Summarize the type of job and responsibilities

Reason for leaving

EMPLOYMENT HISTORY (continued)

Name of Employer	Address	Phone number
Job Title	Dates Employed (Beginning and ending)	Immediate Supervisor's name
Starting salary	Final Salary	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Summarize the type of job and responsibilities		
Reason for leaving		
Name of Employer	Address	Phone number
Job Title	Dates Employed (Beginning and ending)	Immediate Supervisor's name
Starting salary	Final Salary	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Summarize the type of job and responsibilities		
Reason for leaving		
Name of Employer	Address	Phone number
Job Title	Dates Employed (Beginning and ending)	Immediate Supervisor's name
Starting salary	Final Salary	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Summarize the type of job and responsibilities		
Reason for leaving		

Continued on back

**NORTHWEST BAPTIST CHURCH
STATEMENT OF FAITH**

THE NORTHWEST CHRISTIAN ACADEMY is a Ministry of the Northwest Baptist Church

We believe in the Holy Scripture: accepting fully the writings of the Old and New Testaments as the very Word of God, verbally inspired in all parts, our infallible and authoritative rule of faith and practice.

We believe there is one God eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the Deity of Christ: His virgin birth; His shed blood for atonement; His bodily resurrection; His ascension into Heaven there to be our intercessor.

We believe that the Holy Spirit convicts of sin, makes believers children of God through the new birth, assuring them of Heaven, and by His indwelling enables Christians to live a godly life.

We believe that all men are by nature and choice sinful and lost, and have within themselves no possible means of salvation.

We believe in salvation by grace through faith; that salvation is the free gift of God, not by any virtue or works of man, but received only by personal faith in the Lord Jesus Christ; that all true believers possess the gift of eternal life, a perfect righteousness, sonship in the family of God, and the divine guarantee that they shall never perish.

We believe in the existence of Satan, the deceiver and god of this present world; that he was defeated and judged at the cross, and therefore his final doom is certain.

We believe in the second coming of Christ; that His return from Heaven will be personal, visible and glorious, the time being unrevealed but always imminent, that when He comes He will first by resurrection of the dead and the translation of the living remove from the earth His waiting Church; then pour out the righteous judgments of God upon the unbelieving world, afterwards descend with His Church and establish His glorious and literal kingdom over all the nations for a thousand years.

We believe that the spirits of the saved at death go immediately to be with Christ in Heaven; that at His second coming their works will be judged and rewards determined; that the spirits of the unsaved at death descend immediately into Hades until the final day of judgment, at which time their bodies shall be raised from the grave, judged, and cast into the lake of fire, the place of final and everlasting punishment.

We believe in the priesthood of all believers that Christ is our Great High Priest and through Him every born again person has direct access into God's presence without the need of human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the Holy Spirit.

We believe that a New Testament Church is an organized body of born again baptized believers practicing scriptural ordinances and actively engaged in fulfilling the Great Commission.

We believe the two scriptural ordinances given to the local church are baptism by immersion of believers only, and the Lord's Supper to be partaken by obedient Christians.

SPIRITUAL PREPARATION

Do you subscribe without reservation to our statement of faith? Yes No Explain your answer.

Describe briefly your personal relationship with God.

Present church membership

Denominational preference

Are you familiar with the concept of a born again Christian? Yes No

Do you consider yourself to be a born again Christian? Please explain your answer.

Describe your church related activities.

Please read and initial the following statements

Initial in this column

_____ I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

_____ I authorize Northwest Christian Academy to inquire about my work and personal history, employment records, performance reviews, and personal references whether such information is favorable or unfavorable, and to verify all data given in my application for employment, related papers, and my oral interviews.

_____ I understand the employer 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.

_____ 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 employer 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 representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

_____ I also understand that there is a pre-employment drug testing of all prospective employees and a job offer will be conditioned upon my submission and passing of said test.

_____ I understand it is this organization's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

_____ I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

_____ I understand that if I am employed I am expected to become an active giving participant of the Northwest Baptist Church which includes attendance to Sunday morning and evening services and Sunday morning Bible study.

I have read and fully understand the foregoing and seek employment under these conditions.

Applicant signature

Date

I have attached the following documentation:

- **Resume**
- **Written explanation of any gaps in employment**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I agree that the Northwest Baptist Church, Inc and its related ministries shall not be held liable in any respect if my employment is terminated due to false statements, answers, or omissions made by me in this application. In consideration of the review of this application, I hereby release Northwest Baptist Church, Inc. and its related ministries, as well as all providers of information, from any liability and for any damages that may result from the furnishing and receiving of this information.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice".

Applicant signature

Date

FOR OFFICE USE ONLY

Interviewed by _____ Date _____

Hired: Yes No Position _____ Department _____

Salary/Wage _____ Start date _____