



Shawnee Nazarene Academy
B L A Z E R S

Employment & Volunteer Application

Shawnee Nazarene Academy
a ministry of Shawnee Church of the Nazarene
5539 Quivira Rd. Shawnee, KS 66216
913-631-5555

Name: _____ Date: _____
 First Middle Last

Address: _____ City/State/ZIP: _____

How long have you lived at your current address? _____

Home Phone: _____ Business Phone: _____ SSN: _____

Email: _____ Date of Birth: _____

Biological Sex: M F Drivers License (State)/Number: _____

Marital Status: Single Married Widowed Divorced Spouse's Name _____

Position for which you are applying: _____

PREVIOUS EMPLOYMENT/VOLUNTEER EXPERIENCE

Please complete this section for each of your employment and/or volunteer experiences, starting with your current employer and working backwards. (Please use back of page for additional employment or volunteer experiences.)

Employer	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time from: to:
Address	Position
Phone	Responsibilities
Supervisor	
Reason for leaving	

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Within the past three years, what job or volunteer responsibilities have given you the most personal satisfaction and why?

EDUCATION/BACKGROUND List schools attended, beginning with high school. Include tech schools and other special training.

LEVEL	NAME OF SCHOOL	CITY/STATE	MAJOR/MINOR	DEGREE
	High School/Secondary School			
	University/College			
	Vocational/Technical			
	Graduate School/Seminary			

REFERENCES (Please include complete address, city, state, zip code)

*** Two professional and two personal references (non-family members only).**

PROFESSIONAL/CIVIC

Name		Address		
City	State	Zip	email	phone

Name		Address		
City	State	Zip	email	phone

PERSONAL

Name		Address		
City	State	Zip	email	phone

Name		Address		
City	State	Zip	email	phone

PERSONAL:

Addresses in the past seven years: (Use back of page for additional addresses)

Other names by which you have been known (Nicknames, maiden names, aliases):

CHILDREN

Name	Age	Gender	Grade	School

LEGAL HISTORY

For any “yes” answers, please attach a detailed explanation in writing.

- Y** **N** Have you ever been convicted of a criminal offense (felony or misdemeanor)?
Answer “yes” if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.
- Y** **N** Have you ever been charged with a sexual offense, offense relating to children, or Crime of violence?
- Y** **N** Have you ever reported to any organization or registry for abuse or misconduct Involving children?
- Y** **N** Do you have any disciplinary action or investigation pending by an employer, Other organization, professional association, or licensing body, for violence, Sexual misconduct, or misconduct involving children?
- Y** **N** Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical Aggression, verbal aggression, or other inappropriate behavior or conduct?
- Y** **N** Have you ever been reprimanded, or asked to leave or end your membership in a church?
- Y** **N** Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?
- Y** **N** Do you now or have you ever sought out or intentionally viewed child Pornography?

Do you regularly attend church? No Yes
If yes, where and for how long?

Describe why you might feel God has called you to serve in the ministry of the Shawnee Nazarene Academy:

Shawnee Nazarene Academy
Ministry Safe Form for
Employees

Confidential

This application should be completed by all applicants for any employment position involving the supervision of minor children or vulnerable adults, such as elderly or impaired persons. This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children and students who participate in the programs of Shawnee Nazarene Academy, a Ministry of Shawnee Church of the Nazarene or use of Shawnee Church of the Nazarene facilities.

Full Name: _____

List any talents, vocations, preparation, training or other experiences which have equipped you to work with children.

Why do you want to work with children at Shawnee Nazarene Academy?

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

What is your philosophy concerning redirection or discipline of children?

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

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 crisis? If so, please briefly explain. (Use back of page if necessary.)

Have you ever physically or sexually abused a child?

Has someone ever accused you of abusing a child?

CONSENT FORM

I authorize Shawnee Nazarene Academy to contact all individuals, organizations and references listed on this **Ministry Safe Form** in order to verify the information I have provided. 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 employers listed on this application.

I specifically authorize Shawnee Church of the Nazarene on behalf of Shawnee Nazarene Academy to undertake a criminal background check concerning my past. Additionally, I understand a link for Ministry Safe training will be provided. I agree to complete the training and required assessment in a timely manner. Proof of successful completion of this training will be kept on file at the school.

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 given on this form is true, complete and correct in all respects.

Signature: _____ Date: _____

See Reference Form attached. Please complete the reference form providing one clergy reference (if applicable), one child-related work or volunteer reference, and one family member. Please contact these references and inform them an authorized staff person will be contacting them.

Shawnee Nazarene Academy cares for our students. We understand that the answers to these questions are private and sometimes deeply personal; your privacy will be protected.

MINISTRY SAFE REFERENCE FORM

(If using previous reference on this application, include name and indicate "same" for contact information.)

Reference Name	Address	City and State	Zip Code	Telephone Numbers
Clergy (if applicable):				
Child-related work or volunteer:				
Family Member:				

Statements and Agreed Code of Conduct

Please initial each of the following statements:

_____ I declare that all statements contained in my Ministry Safe Form 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, students, 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 Shawnee Nazarene Academy has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Shawnee Nazarene Academy cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my employment 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 to provide employment services, and that refusal to inform the Shawnee Nazarene Academy of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ If I am accepted as an employee, I agree to read and abide by all policies and procedures provided to me by Shawnee Nazarene Academy.

Signature: _____ Date: _____