

# South Haven Baptist Church Ministries

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## EMPLOYMENT APPLICATION

Fill in the Application form *COMPLETELY*. This Application will be considered active for three (3) months.

### PERSONAL:

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

Home Address: \_\_\_\_\_  
Street City State Zip

Home Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**The Department of Education does not allow employees under the age of 21 to work in the daycare or preschool.**

If you are under 21 years of age, give date of birth: \_\_\_\_\_ Driver's License: State \_\_\_ Number \_\_\_\_\_

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

Are you a member of a church? \_\_\_\_\_ If yes, where? \_\_\_\_\_ How Long? \_\_\_\_\_

Can you provide evidence of the right to work in the United States? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever pled guilty to or been convicted of any criminal offense? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

*(Conviction will not necessarily disqualify applicant)*

Have you ever been accused of any unlawful or questionable sexual conduct, child abuse, child sexual abuse, or the possession or use of illegal drugs? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain and give the name and address of a reference / professional who dealt with the case: **\*Please note: if you checked yes to the above it disqualifies you from working with the daycare or preschool**

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

Type of conduct: \_\_\_\_\_

Reference / Professional name and phone number: \_\_\_\_\_

Reference / Professional address: \_\_\_\_\_

Have you ever been convicted of, or had a serious violation relating to, reckless driving, driving under the influence or assault with a vehicle? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Have you ever been terminated, dismissed, or asked to resign? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have you previously worked for the Baptist denomination? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, where: \_\_\_\_\_

**POSITION DESIRED:** \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Summer \_\_\_\_\_ Earliest date you would be available: \_\_\_\_\_

**HEALTH:**

If you receive an offer for employment, you may be asked to take a job-related medical examination with a physician selected by South Haven Baptist Church Ministries prior to receiving health care benefits.

Do you agree to take this examination? YES \_\_\_\_\_ NO \_\_\_\_\_

**WORK EXPERIENCE:** *List below previous employers, most recent first; please specify other names used.*

May we contact your present employer? YES \_\_\_\_\_ NO \_\_\_\_\_

List name under which employed, if different: \_\_\_\_\_

Present or last employer: \_\_\_\_\_

Date(s) employed: \_\_\_\_\_ Salary: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Nature of duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Previous employer: \_\_\_\_\_

Date(s) employed: \_\_\_\_\_ Salary: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Nature of duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Previous employer: \_\_\_\_\_

Date(s) employed: \_\_\_\_\_ Salary: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Nature of duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EDUCATION:**

Please give the names and addresses of schools.

High School: \_\_\_\_\_

College / Tech: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Other training: \_\_\_\_\_

Please list any business machines, word processors, computers, or other office equipment and software that you are familiar with.

\_\_\_\_\_  
\_\_\_\_\_

**REFERNECES:**

**List two non-family whom you have known for at least five years and your current pastor:**

1. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**South Haven Baptist Church Ministries**  
**Sexual Harassment Policy**

South Haven Baptist Church Ministries will not tolerate sexual harassment of employees. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments that create a hostile or offensive work environment. Sexual harassment from supervisors, co-workers, or others who visit the Campus should be reported immediately to the Human Resource Manager. If you have any questions about sexual harassment or this policy please contact the Human Resource Manager.

I have read and understand the above policy on Sexual Harassment	
Signature	Date

**Workplace Rules and Employee Conduct**

**Behavior of Employees**

Employees are expected to uphold the doctrines and standards of South Haven Baptist Church Ministries (hereafter referred to as “The Ministry”) as articulated in the Bible and The Ministry’s Statement of Faith and Standard of Conduct in the aspects of their lives, both at and away from The Ministry’s employment and functions. Employees must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and Christian living both at and away

from The Ministry. Employees must faithfully attend all services at their church of record and take an active part in the total ministry program.

Employees must be loyal to the ministry leadership of South Haven Baptist Church Ministries in word and in deed. To ensure orderly operations and provide the best possible work environment, The Ministry expects employees to follow rules of conduct that will protect the interests and safety of all employees and The Ministry.

Although it is impossible to list all forms of behavior that are expected and prohibited of The Ministry's employees, the following lists provide examples of expected and prohibited behaviors.

Employees are expected at all times to conduct themselves in a Christ-like manner in order to present a good personal and ministry testimony. Expected employee conduct includes, but is not limited to:

- Treating all members, visitors, and coworkers in a courteous and loving manner
- Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to The Ministry's best interests
- Reporting to the ministry leadership suspicious, unethical, or illegal conduct by coworkers, members, or suppliers
- Reporting to the ministry leadership suspected or actual violation of The Ministry's policies
- Reporting to the ministry leadership any threatening or potentially violent behavior by coworkers, members, or visitors
- Cooperation with all Ministry investigations.
- Complying with all Ministry policies
- Wearing appropriate clothing and jewelry
- Performing assigned tasks efficiently and in accordance with instructions
- Reporting to work punctually as scheduled and being at the proper place, ready to work, at the assigned starting time
- Giving proper advance notice whenever unable to work or report to work on time
- Maintaining cleanliness and order in the workplace
- Complying with the Ministry's Standards of Conduct

Employees who deviate from these and other similar forms of expected behavior are subject to discipline, up to and including termination.

The following are examples of conduct that is prohibited. Employees engaging in such conduct or similar conduct, as determined by the ministry leadership, will be subject to discipline, up to and including termination of service:

- Stealing, destroying, defacing, or misusing Ministry property
- Falsifying or altering any Ministry record or report, such as an employment application, medical reports, timekeeping records, financial records, travel reimbursement voucher, personnel record, membership record, counseling record, or invoice
- Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity, or any other deviant sexual behavior as determined by the ministry leadership
- Possessing, distributing, selling, transferring, or using alcohol, tobacco, or illegal drugs
- Using profanity, vulgarity, or abusive language
- Engaging in malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging other to do the same
- Engaging in or threatening acts of workplace violence, including but not limited to:
  - Unauthorized possession of firearms, other weapons, explosives or other dangerous materials on Ministry property
  - Fighting or assaulting a coworker or any other person
  - Threatening or intimidating a coworker or any other person
- Engaging in any form of sexual or other harassment
- Disclosing confidential information of the Ministry.
- Misusing the Ministry's communications systems, including electronic mail, computers, Internet access, and telephones
- Refusing to follow ministry leadership or a supervisor's instructions concerning a ministry-related matter or being insubordinate or disrespectful
- Failing to follow safety or health rules
- Sleeping on the job without authorization
- Engaging in gambling
- Playing pranks or engaging in horseplay

- Wearing inappropriate clothing or jewelry, obtaining a new tattoo or piercing, or inappropriately displaying a previously obtained tattoo or piercing, or otherwise having an inappropriate personal appearance as defined in the ministry's Personal Appearance policy
- Engaging in boisterous or disruptive activity in the workplace
- Engaging in negligent or improper conduct leading to damage of ministry-owned or other property
- Engaging in excessive absenteeism or any absence without notice
- Engaging in unauthorized absence from work station during the workday
- Violating employment policies
- Unsatisfactorily performing job responsibilities

These examples of prohibited behaviors are not intended to be an all-inclusive list. At the Ministry's discretion, any violation of the Ministry's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.

Employment with the Ministry is at the mutual consent of the Ministry and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

The Ministry is a Non-Profit Corporation and therefore **does not** pay State and Federal Unemployment Tax.

### **Conflict of interest**

The Ministry expects each employee to use good judgement, high Biblical and ethical standards, and honesty in all work and business dealings with and on behalf of the Ministry. Employees have a responsibility to avoid any appearance of conflict of interest.

### **Personal Appearance**

Each employees dress, grooming, and personal cleanliness standards reflect not only on the Christian testimony of the employee, but also on the testimony of South Haven Baptist Church Ministries. Employees are expected during service hours and when representing the Ministry to present a professional, Christian image.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Male employee member's hair must be groomed, clean, and of such length as not to cover the tops of the ears nor to extend over the collar. It must be neatly tapered or blocked to present a well-groomed appearance. Sideburns may extend no lower than the middle of the ear. Men may not wear earrings or necklaces.
- Men's apparel shall consist of dress slacks, and a collared shirt. Suit jackets and ties are to be worn when appropriate.
- Employees may not obtain tattoos or other permanent or immoderate bodily markings or piercings while employed by the ministry. Existing tattoos obtained prior to service with the ministry must be covered-to the extent possible and to the satisfaction of the ministry leadership-by clothing or other means during work periods. With the exception of earrings for ladies, no piercing should be visible.
- Ladies' apparel shall exemplify Godly principles of modesty and distinction and should consist of a skirt and blouse/top or dress (below knee length). Pants are not allowed. Blouses or tops must be sleeved, non-see-through, and modest at the neckline.
- Ladies' jewelry and makeup should be kept to a minimum. If worn, they should only be enhancing, not radical or worn in such an amount or manner as to call attention. Earrings are limited to one per earlobe and must be moderate and unobtrusive.
- Ladies' hairstyles are expected to be in good taste, unnaturally colored hair and extreme styles are not professionally appropriate.
- Both male and female employee members are expected to be tasteful and conservative in the styling of their clothing and hair. Extremes in styling and color are not acceptable.
- Perfume, cologne, after shave lotion should be used in moderation.
- The dress code is also considered in effect at all employee functions and ministry services unless specifically stated otherwise by the Senior Pastor or his designee.
- The ministry reserves the right to modify this policy from time to time, at its sole discretion. Compliance with these policies must be accomplished to the full satisfaction of the ministry leadership. The ministry also reserves the right to require any employee whose personal appearance is considered by it to be inappropriate or immoderate to correct the matter immediately to the full satisfaction of the ministry leadership.

**INITIAL EACH STATEMENT WITH WHICH YOU CONCUR AND SIGN YOUR NAME BELOW.**

\_\_\_\_\_ I understand that any omission of facts, misrepresentation or failure to completely answer any question on my EMPLOYMENT APPLICATION of during my interview(s) or receipt of any unsatisfactory reference(s), will be grounds for my immediate dismissal, if I become employed.

\_\_\_\_\_ I understand that if I am employed, my employment will not be based upon any express or implied contract of employment, that acceptance of this Application and any personnel policies or benefits due me will not create an express or implied contract of employment. My employment will be an at-will relationship, permitting the termination of the relationship with or without cause, with or without notice, at any time. I further agree and understand that verbal comments or representations made to me by any employee, supervisor, or manager of employer will not create any express or implied contract of employment or rights to benefits or monies and that I will not rely upon any such verbal representations.

\_\_\_\_\_ I have read the sexual harassment policy of **South Haven Baptist Church & Christian School** and, if employed, agree to abide by its requirements.

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

**APPLICANT WAIVER**

I am applying for employment with the following employer, \_\_\_\_\_. By signing this waiver, I am agreeing to the release of any and all of my criminal history that may be in the TBI and FBI criminal databases.

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

**AUTHORIZATION**

I, \_\_\_\_\_, authorize investigation of all statements contained in this Application form if I am considered for employment, and hereby authorize previous employers, personal references, or any other person to give any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise, that may or may not be on their records. I release those individuals / organizations for any damages as a result of furnishing the information requested.

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

Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_