

Clear Lake Bible Church

622 El Dorado Blvd. Houston, TX 77062
281-488-0037

Employment Application

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: ()

E-mail Address:

Date Available:
Position Applied
for:

Social Security
No.:

Desired Salary: \$

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this ministry? YES NO If yes, when?

Have you ever been convicted of a
felony? YES NO

If yes,
explain:

High School:

Address:

From: To: Did you graduate? YES NO Degree:

College:

Address:

From: To: Did you graduate? YES NO Degree:

Other:

Address:

From: To: Did you graduate? YES NO Degree:

Please list three professional references.

Full Name:

Relationship:

Company:

Phone: ()

Address:

Full Name:

Relationship:

Company:

Phone: ()

Address:

Full Name:

Relationship:

Company:

Phone: ()

Address:

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Branch: From: To:
Rank at Discharge: Type of Discharge:
If other than honorable,
explain:

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Application to Work with Children /Youth

This application is to be completed in full by all church paid staff and all volunteers for any position involving the supervision, teaching, or custody of minors. Information will be treated as confidential and is needed to help us provide a safe environment for children and youth who participate in our programs and use our facilities.

Personal Info

(List any other names that have been used, including maiden or previous married name)

Address: _____
Street City

State Zip

Home Phone: () _____ Work Phone: () _____

Best time to call: _____

SS# ____ - ____ - ____ Birth date: _____

Drivers License Number: _____

Marital Status: _____ Spouses Name: _____

Emergency Contact: _ Phone: () _____

Number of Children: _Ages: _____

Do you have any medical training or are you CPR certified? _____

Background

How long have you been attending this church? _____ years _____ months

Are you a member of this church?

Yes No In Process

Have you trusted Christ as your Savior?

Yes No When? _____

List your top three spiritual gifts (if you are not aware of your gifts, please ask for a Spiritual Gifts Inventory): _____

List any gifts, talents, training, skills or education that have prepared you to work with children: _____

Do you have any physical handicaps or conditions preventing you from performing certain types of activities?

Yes No If yes, please explain _____

Have you ever been convicted of a crime?

Yes No If yes, please explain _____

Have you ever been accused, arrested or convicted of child abuse, neglect, or a crime involving actual or attempted sexual molestation of a minor or other sexually related crime?

Yes No If yes, please explain _____

Do you use illegal drugs?

Yes No

Have you ever been hospitalized or treated for alcohol or substance abuse?

Yes No

Are there any circumstances involving your lifestyle or your background that would call into question your ability to work with children?

Yes No Please explain: _____

Have you had any painful experiences in your life that have better equipped you or that may hinder you from a productive ministry with children?

Yes No

If so, would you like to talk to a pastor regarding this circumstance?

Yes No

Passions and Strengths

What motivates you? (Write three or four lines on how you like to be encouraged) _____

A daily encouragement for me would be _____

If I had all day to do something for myself, I would

The most fun I ever had was when

My favorite hobby is

My greatest passion in life

One area I am growing in is

The greatest strength I possess is

If you have taken a spiritual gifts assessment, what are your spiritual gifts?

References

Please provide the names of three individuals (not relatives) who have known you for five years or more and who can provide a reference for you. If you are under the age of 18, you may use the name of a parent and/or teacher. If possible, please include at least one reference from someone in this church. All people listed as references should be informed that you have listed them. References that are acceptable are limited to the following:

- Former or present pastor
- Long-time friend (minimum of 5 years)
- One parent (for minors)
- Teacher (for minors)
- Church member (who has sufficient strength of relationship to comment on the individual's personal habits and character)
- Employer or colleague

1. Name: _____ Relationship: _____

Address: _____
Street *City* *State* *Zip*

Home Phone: (____) _____

Email: _____

2. Name: _____ Relationship: _____

Address: _____
Street *City* *State* *Zip*

Home Phone: (____) _____

Email: _____

3. Name: _____ Relationship: _____

Address: _____
Street *City* *State* *Zip*

Home Phone: (____) _____

Email: _____

Church History

List the name and address of churches you regularly attended during the past 5 years.

Church name: _____ Phone: (____) _____

Address: _____
Street City State Zip

Church name: _____ Phone: (____) _____

Address: _____
Street City State Zip

Church name: _____ Phone: (____) _____

Address: _____
Street City State Zip

List all previous work, paid or volunteer, involving children, youth or minors at churches or any other organization (including babysitting). Please provide name, address and phone, dates worked and work description, (use back of sheet if necessary).

Organization: _____ Phone: (____) _____

Address: _____
Street City State Zip

Type of work: _____ Dates: _____

Organization: _____ Phone: (____) _____

Address: _____
Street City State Zip

Type of work: _____ Dates: _____

Organization: _____ Phone: (____) _____

Address: _____
Street City State Zip

Type of work: _____ Dates: _____

Organization: _____ Phone: (____) _____

Address: _____
Street City State Zip

Type of work: _____ Dates: _____

Organization: _____ Phone: (____) _____

Address: _____
Street City State Zip

Type of work: _____ Dates: _____

Authorization for Release of Information

~~Confidential~~

Applicant Information (Please print legibly.)

Volunteer Employee

Biographical Data

Name: _____
Last *First* *Middle Initial*

Date of Birth: (Mo/Day/Year) ____/____/____

Place of Birth: City: _____ County: _____ State: _____

Social Security Number: ____ - ____ - ____

Current Address: _____
Street *City* *State* *Zip*

Telephone number: () _____

Driver's License Number: _____ Issuing State: _____

List previous addresses within the past five years (attach a separate sheet if necessary).

Address: _____
Street *City* *State* *Zip*

Address: _____
Street *City* *State* *Zip*

Address: _____
Street *City* *State* *Zip*

Release to do Reference Checks and Criminal Records Check

I authorize my references, present and past employers, and churches listed in this application, to give this church any information, including opinions, they may have regarding my character and fitness for child care and youth work, or other volunteer ministry or employment.

This release and authorization acknowledges that this church may now, or at any time while I am employed or work as a volunteer, obtain and use a "consumer report" about me, which may include verification of my education, previous employment/work history, driving record, and criminal record that may be in the files of the federal, state, or local criminal justice agency in any state. A photocopy or fax of this Authorization and Consent for Release of Information shall be valid as the original. The results of this verification process will be used to determine employment or volunteer eligibility. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated church personnel.

I authorize a criminal background check organization, and any of their agents or designated company personnel, or a police department to release to this church any information that pertains to any record of convictions in its file or in any criminal file maintained on me, whether local, state, or national, and to disclose orally and in writing the results of this verification process to authorized representatives.

I do hereby agree to forever release and discharge this church and their associates, and all such individuals, employers, churches, and organizations, to the full extent permitted by law, from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

In the event that information from the consumer report is utilized in whole or in part in making an adverse decision with regard to my application, before making the adverse decision, the church will provide me with a copy of the report and a description in writing of my rights under the law.

I hereby authorize

Clear Lake Bible Church

to obtain a consumer report on me.

Applicant's Signature _____ Date _____

Applicant's Name Typed or Printed: _____

Last reviewed by legal counsel on _____

Statement of Faith

This church is committed to offering teaching to all ages that is firmly grounded in Scripture and compatible with our Statement of Faith. As a result of this important commitment, it is our practice to ask those who fill ministry positions to complete this form summarizing their commitment to Jesus Christ as Lord and Savior and agreement with our doctrinal statement.

- The 66 canonical books of the Bible as originally written were inspired of God, hence free from error. They constitute the only infallible guide in faith and practice.
- There is one God, the Creator and Preserver of all things, infinite in being and perfection. He exists eternally in three Persons: the Father, the Son, and the Holy Spirit, who are of one substance and equal in power and glory.
- God created Adam and Eve in his own image. By disobedience, they fell from their sinless state through the temptation by Satan. This fall plunged humanity into a state of sin and spiritual death, and brought upon the entire race the sentence of eternal death. From this condition we can be saved only by the grace of God, through faith, on the basis of the work of Christ, and by the agency of the Holy Spirit.
- The eternally pre-existent Son became incarnate without human father, by being born of the Virgin Mary. Thus, in the Lord Jesus Christ, divine and human natures were united in one Person, both natures being whole, perfect, and distinct. To effect salvation, he lived a sinless life and died on the cross as the sinner's substitute, shedding his blood for the remission of sins. On the third day he rose from the dead in the body, which had been laid in the tomb. He ascended to the right hand of the Father, where he performs the ministry of intercession. He shall come again, personally and visibly, to complete his saving work and to consummate the eternal plan of God.
- The Holy Spirit is the third Person of the Triune God. He applies to man the work of Christ. By justification and adoption we are given a right standing before God; by regeneration, sanctification, and glorification our nature is renewed.
- When we have turned to God in penitent faith in the Lord Jesus Christ, we are accountable to God for living a life separated from sin and characterized by the fruit of the Spirit. It is our responsibility to contribute by word and deed to the universal spread of the Gospel.
- At the end of the age, the bodies of the dead shall be raised. The righteous shall enter into full possession of eternal bliss in the presence of God, and the wicked shall be condemned to eternal death.

I have read the Statement of Faith, agree with, and am willing to abide by it.

Yes No

If no, explain why/where you are not in agreement. _____

Signature _____ Date _____

Child Abuse Policies and Guidelines

Types of Abuse

- **Physical:** Bruises, welts, burns, scratches, or bite marks, which are often explained away as accidental. Marks will appear in peculiar clusters, such as patterns consistent with teeth or fingernails. Wounds may appear in various stages of healing. There may be reluctance on the part of the child to discuss the “suspected” abuse and tendency will be to hide the marks that are a result of the abuse.
- **Emotional and Psychological:** Symptoms are less obvious than those of physical abuse. Symptoms are usually observed in the behavior of the child. The child may seem unusually adult or juvenile, hard to get along with in general, or even unusually submissive. (It is important to note that these behaviors either separately or simultaneously do not always indicate abuse. Some signs may occur as part of the maturation process of the child or the result of a different problem.)
- **Neglect:** Child may be emotionally, psychologically or physically developmentally impaired. Medical and dental needs may be unmet. Child may be inappropriately dressed for the weather or activities. The child may have the ongoing condition of being unclean, tired or in trouble at school. Often times the student may be a “loner” may steal or beg.
- **Sexual:** Sexual abuse consists of any sexual exploitation of children under the age of 18 by an adult or a person 4 years older than the victim even if the child seems to be consenting. This form of abuse includes fondling, incest, rape, murder, assault, oral stimulation, genital or anal stimulation or non-violent sexual stimulation. Child sexual abuse can be inflicted in ways other than the physical assaults listed above. It can take such forms as witnessing adult sexual relations, indecent exposure, verbal sexual stimulation, peeping toms, exhibitionism, or obscene phone calls. Involving children in pornography or prostitution are also forms of child sexual abuse.

Guidelines

- Any verbal or non-verbal sexual interaction with a child is inappropriate. Appropriate expressions of love and support include touching; however, children must be physically respected.
- As much as possible, use the buddy system when working with individual youth. Let another adult know where you are. One on one interaction should only be male-male and female-female only. Never take a member of the opposite sex home by yourself.
- Keep a log of any unusual events or incidents involving a child that might indicate abuse.

Reporting child abuse or even suspected child abuse is the law. You can be held responsible in the future if a victim informs anyone of authority that you were aware of the abuse and did not report it. If you need to report proven or suspected abuse, notify your supervisor immediately. The report must be made within 24 hours after you receive knowledge of the abuse.

Note: Never promise a student you will keep a secret if they confide in you.

Initials: _____

Policy for Providing a Safe Environment for Children and Youth

We want to provide a safe environment for the children and youth who attend activities at our church or who attend events sponsored by the church. We also want to safeguard all paid employees, staff, clergy, and volunteers. In order to provide this environment, the church is implementing the following policies:

Responsible Screening of Employees

- All paid church employees, including pastoral staff, will undergo a thorough screening process as a part of the job application procedure.
- A documented reference check, prior to employment, will be done on all paid employees working with children or youth.
- A pre-employment criminal history investigation will be made for all persons being considered for full-time or permanent part-time paid employment. A pastor and/or the Personnel Committee will review and evaluate any information obtained from the inquiry into the applicant's criminal history. All information obtained in such an investigation, including any review/evaluation notes, will become a part of the applicant's permanent personnel file.

Responsible Screening of Volunteers

- All volunteer workers for any and all positions involving work with children or youth will be screened.
- All adult volunteers working with preschoolers, children, or youth are required to be members of our church for a minimum of six months.
- Adults who have been convicted of either child sexual or physical abuse may NOT do volunteer service in any church-sponsored activity or program involving children or youth.
- Adult survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with preschoolers, children, or youth with one of the pastoral staff prior to engaging in any volunteer service.

Providing a Safe Environment

- All volunteers must observe the "two adult" rule. This rule requires that adults are never alone with children or youth without another adult partner present.
- All church staff and regular volunteers who work with children or youth will complete the training that is recommended and offered in regard to the nature of child abuse; and, in regard to carrying out our policies to prevent sexual abuse.
- Reporting procedures and response strategy regarding any suspected incident of child and/or sexual abuse are to be developed and periodically updated jointly by the church staff.

Providing A Proper Response

- All volunteers must immediately report any behaviors that seem abusive or inappropriate to their supervisor.
- Response to any and all media inquiries, if an incident occurs, shall be the responsibility of the senior pastor only.
- Our church takes our policies to prevent molestation and/or sexual abuse seriously and intends to see that the policies are enforced.

Harassment Policy

We are committed to providing a work environment free of unlawful harassment. Clear Lake Bible Church prohibits sexual harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, or any other protected basis includes, but not limited to the following behavior:

- Verbal conduct such as derogatory jokes or comments, slurs or unwanted sexual advances, invitations or gestures;
- Visual conduct such as derogatory or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment/ministry benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

If you believe you have been unlawfully harassed, we urge you to report the incident immediately. Follow the procedure so that your complaint can be resolved quickly and fairly:

1. When possible, confront the harasser and persuade him/her to stop
2. Provide a written complaint to your own supervisor or to any other ministry supervisor or the elders as soon as possible after the incident. Include details of the incident(s), names of individuals involved and the names of any witnesses.
3. Supervisors will refer all harassment complaints to the elders (if not the accused). The elders will immediately undertake an effective thorough and objective investigation of the harassment allegations.
4. If the ministry determines that unlawful harassment has occurred, it will take effective remedial action in accordance with the circumstances. Any employee/ volunteer the ministry determines to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination/dismissal.
5. Whatever action the ministry takes against the harasser will be made known to the employee/ volunteer lodging the complaint. The ministry will take appropriate action to remedy any loss to you resulting from harassment.
6. The ministry will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by employees or volunteers/co-workers.



You should be aware that the Federal Equal Employment Opportunity Commission and the Texas Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

Initials: _____

Safety and Accident Policies and Procedures

Safety Procedure

The Clear Lake Bible Church expects each of the staff/volunteers, regardless of his/her position with the church/organization, to cooperate in every respect with our safety program. Some of the major points of our program require that:

- All injuries and accidents are reported immediately to your ministry supervisor and to obtain medical aid without delay.
- Personal protective equipment, where required, must be worn by all staff/volunteers. There will be no exceptions to this requirement.
- Hazardous conditions and other safety concerns must be reported immediately to your ministry supervisor.
- The staff/volunteer will follow all safety rules. Failure to follow the rules will result in disciplinary action or removal from staff/volunteer role.

Accident Policy

1. When there is a staff/volunteer member or a student injured your first priority is for them to receive medical help. Apply immediate first aid and if it is serious call 911 for help or bring the person to the hospital.
2. Let the supervisor know about the accident and explain the details.
3. Immediately call the parents of the student and let them know about the injury.
4. Fill out an accident report form and turn in to our office manager.

Signed: _____ Date: _____

Ministry Covenant

Rejoicing in my baptism and celebrating God's grace and gifts in my life, I resolve to minister within the community of this church as a servant of Jesus Christ as follows:

1. I will support the witness of this church:
 - by regular attendance at worship
 - by living a godly life
 - by giving regularly

2. I will serve the ministry of this church:
 - by seeking to discover and nurturing my gifts and talents
 - by fulfilling the duties of my ministry to the best of my ability
 - by participating in training as I am given opportunity
 - by serving in partnership with others
 - by supporting and affirming the gifts and ministries of others.

3. I will share in the growth of this church:
 - by praying for our congregation/ministry/office and for our community
 - by inviting those without a church home into our ministry
 - by warmly welcoming those who visit.

4. I will build-up the community of this church:
 - by acting in love toward others
 - by holding others in high regard
 - by working cooperatively with others

I have read and become familiar with the Policy to Protect Children, Youth and Other Vulnerable People in the church.

I understand that this local church is responsible for the well being of all children, youth, and other vulnerable people entrusted to our care.

I will endeavor to minister to the best of my ability and to cooperate fully with this local church and its leaders in the exercise of my ministry.

Applicant's Name _____

Applicant's Signature _____ Date _____