



15017 27th Street, PO Box 727, Perry, Kansas 66073-0727
 Phone: (785) 597-5235 E-mail: office@alphachristianchildrenshome.com
 Website: www.alphachristianchildrenshome.com

APPLICATION FOR EMPLOYMENT

1. Complete all of the application for each applicant.
2. If you need more space, attach a sheet of paper.
3. Print clearly or type. Illegible applications will not be considered.

NOTE: This application form is intended for use in evaluating an employment agreement. Please answer all the questions completely and accurately. False or misleading statements on the application and during the interview are grounds for terminating the application process, and, if discovered after employment, grounds for terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, color, national origin, military reserve membership, ancestry, height, weight, or disability. We reserve the right to investigate for any of the following reasons: child abuse or neglect, worker's compensation, motor vehicle report, reference check, credit check, and criminal history check. If considered for employment, we may require you to submit a medical review.

APPLICANT

Today's Date: _____ Position you are applying for: _____

Name: _____

Social Security Number: _____ Age: _____ Date of Birth: _____

Address: _____

City/State/Zip: _____ Phone: _____

Email: _____ Date you can start: _____

Marital Status: _____ If Married, for how long? _____

Names/Ages/Grade Level of children in your household:

How did you become aware of this ministry opportunity? _____

PHOTO

This application should be accompanied by a current photo of the person/persons applying for a position. The photo should include any family members who may accompany the applicant and reside on the premises should the applicant be accepted for employment.

EDUCATION Circle highest grade completed: GED / 12 / some college / degree / graduate degree

NAME OF SCHOOL CITY/STATE MAJOR/AREA OF STUDY GRADUATE?

High School			
College			
College			
College			
College			

ARMED SERVICE

Veteran? Yes ___ No ___ Reserve Status _____ Draft Status _____
Branch _____ Serial # _____ Date Entered _____
Rank on entering _____ Date of Discharge _____
Rank at discharge _____ Type of Discharge _____
In what theaters did you serve _____
Major Duties _____
Service schools and other special training _____

EXPERIENCE List most recent employer first. May we contact your current employer? Yes No
If no, please explain why _____

Employer _____ Supervisor _____
Address _____
Phone _____ Position _____ Salary _____
Reason for leaving _____
Dates of employment _____ to _____

Employer _____ Supervisor _____
Address _____
Phone _____ Position _____ Salary _____
Reason for leaving _____
Dates of employment _____ to _____

Employer _____ Supervisor _____
Address _____
Phone _____ Position _____ Salary _____
Reason for leaving _____
Dates of employment _____ to _____

Employer _____ Supervisor _____
Address _____
Phone _____ Position _____ Salary _____
Reason for leaving _____
Dates of employment _____ to _____

SKILLS/INTERESTS/HOBBIES

List any special skills, interests, hobbies, or qualifications that you have:

GENERAL

What is the name and telephone number of a minister who is familiar with you as a Christian? _____

What church do you currently attend? _____ Are you a member? **Yes** **No**

In what activities and roles have you participated in your local church? _____

Describe your routine of personal Bible study and prayer: _____

On a separate sheet, please tell us about your faith, your core doctrinal beliefs, and how those affect your life.

What is your financial situation? Are you out of debt? (Explain) _____

What is the reason you want to get into this type of work? _____

Are you just looking for work, or are you ready to dedicate your life to children's work and the Lord's work? _____

For how long do you anticipate that you would fill this position? _____

When would you be available to start work at Alpha? _____

Can you come for a personal interview? _____

REFERENCES List people familiar with your work ability and character. **Do not include relatives.**

NAME ADDRESS/CITY/STATE/ZIP TELEPHONE

NAME	ADDRESS/CITY/STATE/ZIP	TELEPHONE

CERTIFICATION AND RELEASE OF INFORMATION

I do certify that I have read and understand the applicant note on page one of this form, and the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of the information that I have given. I release any information needed concerning my background and credit history and hereby release any person, company, or agency from any liability for any damage whatsoever for issuing this information.

I understand that any and all employment with Alpha Christian Church, School & Ranch, Inc. is **at will** and may be terminated at any time for any reason.

SIGNATURE

DATE

DISCLOSURE

As part of our hiring background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

**Social Security Administration
Authorization for the Social Security Administration (SSA)
To Release
Social Security Number (SSN) Verification**

Printed Name _____ Date of Birth _____ SSN _____

I am conducting the following business transaction :
seeking employment / tenancy, and/or to volunteer

with the following company ("the Company"):

Company Name

Address

Alpha Christian Church, School & Ranch, Inc. 15017 27th St., PO Box 727, Perry, KS 66073

I authorize the Social Security Administration to verify my name and SSN to the Company and/or the Company's Agent, if applicable, for the purpose I identified.

The name and address of the Company's Agent is:

IntelliCorp Records, Inc. 3000 Auburn Drive, Suite 410 Beachwood, OH 44122

I am the individual to whom the Social Security number was issued or that person's legal guardian. I declare and affirm under the penalty of perjury that the information contained herein is true and correct. I acknowledge that if I make any representation that I know is false to obtain information from Social Security records, I could be found guilty of a misdemeanor and fined up to \$5,000.

This consent is valid only for 90 days from the date signed, unless indicated otherwise by the individual named above. If you wish to change this timeframe, fill in the following:

This consent is valid for _____ days from the date signed. _____ (Please initial.)

Signature _____ Date Signed _____

Contact information of individual signing authorization:

Address _____

City/State/Zip _____

Phone Number _____

Form SSA-89 (8/15/2008)

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Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to complete the form. You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send to this address only comments relating to our time estimate, not the completed form.



Alpha Christian Church, School & Ranch, Inc.
 DBA Alpha Christian Children's Home and School
 15017 27th Street, PO Box 727, Perry, Kansas 66073-0727
 E-mail: office@alphachristianchildrenshome.com
 Website: www.alphachristianchildrenshome.com
 Telephone/Fax: (785) 597-5235

AUTHORIZATION TO RELEASE INFORMATION FOR EMPLOYMENT AND VOLUNTEER APPLICANTS

I, _____

Last Name	First Name	Middle Name
Current Address	Dates Lived Here	
Addresses for the Past Seven Years: (include street, city, state, zip code)		Dates of Residence:
Date of Birth	Other Names Used (including maiden name)	Years Used
Social Security Number	Driver's License #	State

do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent of **IntelliCorp Records, Inc** to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by **IntelliCorp Records, Inc** for identification purposes and for the release information which will be considered in determining any suitability for employment. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I agree to provide additional information that may be requested to process my employment application. I authorize without reservation, any party or agency contacted by **IntelliCorp Records, Inc** to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

**I hereby do _____ do not _____ authorize you to contact *my current* employer for Employment and Reference Verifications (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Printed Name	Applicant Signature	Date
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WHAT WOULD YOU DO?

Read the following examples. Answer how you would handle these behaviors.

1. Jamie, a four-year old, manipulates to get her way, especially at meal times. She throws her food and screams when the attention is not directed toward her. She just threw her plate into the middle of the table, spilling a pitcher of milk in the process.

What would you do?

2. Mike, a 12-year old, received a detention in school for speech that is disrespectful to the teacher or other students.

What would you do?

3. There is construction work going on in the area. You suddenly realize that for several minutes you haven't seen or heard Frankie, an active, inquisitive 2-year old boy who often toddles away or outside unnoticed to play or investigate what there might be to do or see outside the home.

What would you do?

What would you do to prevent Frankie from leaving the house without your awareness & supervision?

4. You have come across items in Jamie's room (a 14-year old) that aren't allowed, such as a cigarette butt and a lighter.

What would you do?

5. You have discovered that Tyler, a 15-year old boy, has been throwing rocks at a metal building which caused several holes to be punctured into the metal siding.

What would you do?

What forms of discipline do you use?

Tell us a new approach to discipline that you recently learned. Has it been effective? Has it been easy to use?

How would you describe a child's rights?

Are you willing and ready to work with a child who has a lot to learn and may be a slow learner?

Are you prepared to learn new ways of doing things or take suggestions in child rearing concerns, even if it concerns your own child?

Are you willing to work cooperatively with other professionals and make decisions for the care of a child as a team?

Are you willing to attend meetings and counseling sessions that involve the child and natural parents?

What qualities do you possess that would make you a good child care worker? What qualities do you want to develop that would make you a better child care worker?

As a Christian what do you believe will be the most important thing that you can do to influence for Christ a child in your care?

The goal and mission of Alpha's ministry is to have Christian people working together to provide for children who need a home, children who need rehabilitation, and those who are delinquent. We are here to provide and maintain a home, healthful meals, clothing, education, spiritual nourishment, and recreation in a Christian atmosphere that promotes healing in the children's lives.

How do you see your employment facilitating that while working alongside the rest of the staff at Alpha?

Describe your expectations on how biological parents or guardians, Alpha's teaching staff, Alpha's director, and Alpha's house parents would work together for the good of the placed child?