



15017 27<sup>th</sup> 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: \_\_\_\_\_

Email: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Marital Status: \_\_\_\_\_ If Married, for how long? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 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 \_\_\_\_\_

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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:

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

**JOB RELATED INFORMATION**

- Yes No Do you have a valid driver's license? License # \_\_\_\_\_ State \_\_\_\_\_  
Auto Insurance Company \_\_\_\_\_ Phone # \_\_\_\_\_  
Auto Insurance Policy # \_\_\_\_\_
- Yes No Has your driver's license ever been suspended? (Explain below)
- Yes No Have you had any moving violations? (Explain below)
- Yes No Have you been given a job description or had the essential functions of the job described to you?
- Yes No Do you understand the essential functions of the position?
- Yes No Have you used any names or social security numbers other than those you listed? (Explain below)
- Yes No Have you ever been convicted of any felony or criminal offense such as: violence against a person, child abuse or neglect, possession, sale, or distribution of illegal drugs, sexual misconduct, disregard for the safety of others, or DUI? (Explain below)
- Yes No Have you ever been involved in a child welfare investigation? (Explain below)
- Yes No Do you have any undesirable habits such as smoking, alcohol use, chewing tobacco, cursing, etc.? (Explain below)
- Yes No Are you willing to conform to the dress code and firm discipline?
- Yes No Do you get upset easily?
- Yes No Does your temper have a short fuse?
- Yes No Does pressure cause you to come apart?
- Yes No Do you get discouraged and quit easily?
- Yes No Do unexpected guests bother you?
- Yes No Can you get along with people ...  
Even if they correct your own children? Yes No  
Does it bother you to take orders? Yes No  
Can you take constructive criticism? Yes No  
Can you tolerate change and other people's ideas? Yes No  
Can you treat other children like your own? Yes No
- Yes No Do you have any marital problems? (Explain below)
- Yes No Have you been divorced? (Explain below)

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your household housekeeping standards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH**

Health status: Poor \_\_\_\_\_ Fair \_\_\_\_\_ Good \_\_\_\_\_ Superior \_\_\_\_\_ Never sick \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_  
What illnesses have you had? \_\_\_\_\_  
What physical impairments do you have, if any? \_\_\_\_\_  
Are you willing to take a complete physical exam? \_\_\_\_\_

**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: \_\_\_\_\_

**Please include on a separate sheet a statement of your faith and beliefs.**

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

**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 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

**Please note** that there are **four reference forms** attached to the end of this application. You will need to deliver them to the references you listed on your application with your signature to release the required information to us. We need to receive **a minimum of three references** in order to consider you for the position for which you are applying.

## 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?



For Office Use Only
Date Received _____
_____

## Confidential Reference Request

Name of Applicant: \_\_\_\_\_  
 Position Applying for: \_\_\_\_\_

Alpha Christian Church, School & Ranch, Inc. is a residential child care facility and school. Please carefully consider the person named above while answering the following questions concerning the ministry role we are considering him or her for.

1. I have known this person for \_\_\_\_\_ years as a: FRIEND **CO-WORKER** EMPLOYEE NEIGHBOR OTHER \_\_\_\_\_

2. I **WOULD** **WOULD NOT** hire this person if I had a vacancy.

3. Do you believe that this person is qualified for this position by:

Education	<b>Yes</b>	<b>No</b>
Training	<b>Yes</b>	<b>No</b>
Experience	<b>Yes</b>	<b>No</b>

4. This person is:      **always on time**                      **occasionally late**                      **usually late.**

5. Cooperation:              **cooperates with co-workers**              **does not cooperate**              **obstructs cooperation**

6. Reliability:

Responsible	<b>Yes</b>	<b>No</b>
Adaptable, able to meet changes positively	<b>Yes</b>	<b>No</b>
Stable, not easily upset	<b>Yes</b>	<b>No</b>
Personal health, rarely takes a sick day	<b>Yes</b>	<b>No</b>

7. Does this person have any bad habits that need to be considered?      **Yes**      **No**

Explain: \_\_\_\_\_

8. Do you think this person would work well with children?                      **Yes**      **No**

9. Which of the following best describes this person, and why? (nervous, tolerant, patient, impulsive, understanding, confused, forceful, careless, happy, agitator) \_\_\_\_\_

10. Any other comments? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Thank you for your input. This will remain as part of the employment file if the applicant is hired.

I have given permission for _____ to release this information about me and have instructed them to send this information to the office at the right.  Sign/Date _____
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<b>Alpha Christian Children's Home</b> Michelle Kincaid, Executive Director <b>PO Box 727, Perry KS 66073-0727</b> <b>office@alphachristianchildrenshome.com</b> <b>Phone/FAX: 785-597-5235</b>
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Explain: \_\_\_\_\_

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