



Veritas Nurturing Center

Staff Application

The Veritas Nurturing Center's goal is to provide a Christ-centered and nurturing environment. At Veritas, children are instilled with godly character, inspired to excel and prepare for a life of enduring commitment to Christ. We appreciate your interest in being a part of our staff at Veritas Nurturing Center. We invite you to fill out this application and return it to our center. You may type or print it.

We realize that the key to a successful Nurturing center is its staff. We are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our Center. It's our prayer that God will fulfill His perfect will in your life.

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Position applied for _____

Application date ____/____/____ Date available ____/____/____

Current Address:

Street address _____

City _____ State _____ Zip _____

Phone: Days (____) _____ Evenings (____) _____

Cell phone (____) _____ E-mail _____

Best time to call? _____

B. Professional Qualifications

Do you hold a degree or degrees? What are they?

Degree	Issuing Institution

What were your majors? _____

Your minors? _____

List any other educational experiences that you have had, including travel:

C. Employment History

Please start with your current or most recent employer and work backward for the past *ten* years. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of Employment _____
Employer _____ Address _____

Supervisor's name and number: _____

Reason for Leaving _____

2. Position _____ Dates of Employment _____
Employer _____ Address _____

Supervisor's name and number: _____

Reason for Leaving _____

3. Position _____ Dates of Employment _____
Employer _____ Address _____

Supervisor's name and number: _____

Reason for Leaving _____

D. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience. List your current or most recent supervisor *first*.

Name and complete address	Phone	Position

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need to disclose criminal convictions that are contained in sealed or deleted records.)

_____ Yes _____ No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Can you provide the documents to prove that you are legally eligible for employment in the United States? ____Yes ____No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer? ____Yes ____No

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? ____Yes ____No

Have you ever resigned a position to avoid termination or discharge? ____Yes ____No

If yes, please attach a statement or explanation.

E. Applicant's Certification and Agreement to Release Reference Information

(Please initial next to each statement after you read it)

I understand that Veritas Nurturing Center does not discriminate in its employment practices against any person because of race, color, nation, or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interview may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Veritas Nurturing Center to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also

authorize the center to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to Veritas Nurturing Center any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the center, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Veritas Nurturing Center.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize to the center to conduct a criminal record check. I understand and agree that any offer of employment that I may receive from the center is conditional until the center has received the background information, including criminal background information. The center may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the center.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this center.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or failure to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the above statements.

Applicant signature: _____ Date _____