

EMPLOYMENT APPLICATION



Instructions: Please read the instructions before completing the application. A resume may be attached but you must complete all spaces on the application to be considered for employment. All information submitted is subject to verification. A false or misleading statement may result in your disqualification. If you are in need of an accommodation to complete this application, please call for an appointment at the phone number above. Return your application in person.

POSITION TITLE: _____ **Preschool** **After School** **Camp**

PERSONAL DATA

NAME: (Last) _____ (First) _____

CURRENT ADDRESS: (Number & Street) _____ (City) _____ (State) _____ (Zip) _____

PREVIOUS ADDRESS (within last 5 years) _____ (City) _____ (State) _____ (Zip) _____

List any other names used if different from name given on application: _____

PHONE (Home): (____) ____-____

PHONE (Work): (____) ____-____

PHONE (Cell): (____) ____-____

Date of Birth: _____

E-MAIL ADDRESS: _____

High Hopes requires employees to be active members of a Christian church. Which church are you a member of? _____

EDUCATION & TRAINING

HIGHEST GRADE COMPLETED:

HIGH SCHOOL DIPLOMA OR GED?

Type of School	Name & Location of School	Sem/Clock Hours Completed	Graduated Y/N	Expected Graduation Date	Type of Diploma or Degree	Major/Minor Field of Study
Colleges or Universities						
Technical, Vocational, or Business						

If a license, certificate or other authorization is required/related to position for which you are applying, complete the following:

License/Certification (CDA, CPR, First Aid, Food handlers, etc.)	Date Issued	Issued By (State or other Authority)	License Number	Location of Issuing Authority (city & state)

SPECIAL TRAINING: List any special training program or courses you have attended which you feel may add to your qualifications. List course, date and institution (including military training).

COURSE TITLE	DATE	GRANTING INSTITUTION

SPECIAL SKILLS/QUALIFICATIONS: List special skills or qualifications (not listed above) you possess which you believe further qualify you for the position for which you are an applicant (include computer software, specialized equipment or machines, memberships, areas of expertise for recreation/sport training and instruction).

GENERAL INFORMATION

DRIVER'S LICENSE: State: _____ Number: _____ Expiration Date: _____

TYPE OF DRIVER'S LICENSE: **CDL ENDORSEMENTS:**

If the position requires a commercial bus driver's license, please complete additional information on the Commercial Driver's License Supplement.

DISMISSALS AND/OR FORCED RESIGNATIONS: Have you ever been fired or forced to resign from any position?

If answer is Yes to either or both of these questions, please explain below.

High Hopes is licensed by Texas Department of Protective and Regulatory Services as a Child Care Facility. Therefore, we are required to perform a background check on all applicants prior to hiring. You will be required to sign the attached Affidavit of No Criminal History and a background check will be performed.

Have you ever been convicted of a **MISDEMEANOR** or **FELONY** and/or placed on probation, fined or given a suspended sentence such as deferred adjudication in court? List all cases other than minor traffic violations. **FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION OF YOUR APPLICATION.**

If Yes, please provide the following:

Date: _____ Charge: _____ City/State: _____

Disposition: _____

Date: _____ Charge: _____ City/State: _____

Disposition: _____

(If you need additional space, please attach a sheet listing information in the same format. Include your printed name and signature.)

EMPLOYMENT HISTORY

In the space provided below, give your employment history beginning with your present or most recent employer. List each position held (even those with the same employer), including military, part-time, summer, volunteer work, and any periods of unemployment. **An explanation of any period of unemployment should be included on page 4. Interns and Volunteers: It is not necessary to complete Salary information.**

Employer:	Start Date	End Date
Address/City/State:		
Phone: () - Job Title:	Starting Salary	Final Salary
Supervisor: Supervisor's Title:	\$	\$
Reason for Leaving:		
Briefly describe the Nature and Duties of Your Position		

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Phone: () - Job Title:	Starting Salary	Final Salary
Supervisor: Supervisor's Title:	\$	\$
Reason for Leaving:		
Briefly describe the Nature and Duties of Your Position		

Explanation of any periods of unemployment between jobs:

GENERAL INFORMATION

I, the undersigned, certify that I have *read* and *fully understand* this form in its entirety and that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or discharge from High Hopes. In submitting this application, I authorize High Hopes to verify all data needed to support this application and to obtain references from my present and past employers. I further understand that this application becomes the property of High Hopes and will not be returned.

I also understand that I will have the right to terminate my employment with High Hopes at any time with 2 weeks notice for any reason. I understand that High Hopes has the same right. If required for the position, I also understand that as a condition of employment I will be subject to one or more of the following: driving record check, criminal history investigation, medical examination and/or a pre-employment drug-alcohol screening test.

Signature of Applicant

Date Signed

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH HIGH HOPES PRESCHOOL

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION RETURN PROCESS

Return to High Hopes Ministries
600 W. New Hope Drive
Cedar Park, TX 78613
Attention: Nina Pena



EMPLOYMENT APPLICATION: STATEMENT OF FAITH

HIGHPOINT FELLOWSHIP VISION:

To lead change in our community by being the presence of Christ as we partner with others to bring help, hope and healing to people of every color and background.

Statement of Faith

Although we come from vastly different backgrounds, here is a brief list of the beliefs that unite us:

- There is one God, eternally existing in three persons: God the Father, Christ the Son, and the Holy Spirit. (Romans 8; Ephesians 1:13-14)
- Even though he didn't have to, God, out of love for us, sent his son Jesus Christ to die for our sins and raised him from the dead. (1 Corinthians 15:1-8; Romans 5:6-11)
- The Bible is the inspired word of God and is the final authority in how we live and what we believe. (2 Timothy 3:16)
- Salvation is the free gift of God. The death of Christ on the cross is the only sufficient payment for our sins. All have sinned, but all can be saved. This salvation is available for anyone who puts their trust in Christ as their Savior. (Romans 3:23, 6:23; John 3:16)
- Those trusting Jesus should repent of sin, confess their faith and be baptized. (Romans 10:9, Acts 2:38)
The church is the body of Christ on earth, empowered by the Holy Spirit to reach people for Jesus, helping everyone to become a fully devoted follower of Jesus Christ. (Ephesians 4:1-16)
- Christ will one day return and we will be with the Lord forever! (1 Thessalonians 4:13-18)

Please provide your personal testimony on how you came to know Christ (please use additional paper if needed)
