

FOR OFFICE USE

HR Interview Date _____ By _____

Testing _____

Background _____

References _____

Dept. Interview Date _____ By _____

Prestonwood Baptist Church

Dr. Jack Graham, Pastor

6801 W. Park, Plano, TX 75093 • 972-820-5000

Name _____ Position _____ Date _____



Prestonwood Baptist Church

Mission Statement

Our mission at Prestonwood Baptist Church is to glorify God by introducing Jesus Christ as Lord to as many people as possible and to develop them in Christian living using the most effective means to impact the world, making a positive difference in this generation.

Belief Statement

Prestonwood Baptist Church is a cooperating Southern Baptist church with the following cherished beliefs:

There is one God: The Father, the Son, and the Holy Spirit; who subsist in unity, and also as three separate distinct Persons.

Jesus Christ is God's Son. He was born of a virgin as both God and man, lived a sinless life, died to atone for the sins of human beings, was buried, arose from the grave, ascended into heaven and will literally return to earth.

The Holy Spirit is the divine helper, assistant, counselor and instructor and His work is to reveal Christ, convict of sin, lead to repentance, guide believers, comfort, strengthen, and sanctify the soul.

The Bible is God's Holy Word, without error, and is the sole authority for life.

Human beings are the special creations of God, made in His image. They fell through the sin of the first man, Adam, and all human beings are sinners in need of salvation.

Salvation is a gift through repentance toward God and faith in Jesus Christ. Every person who truly is saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die in their sins will spend eternity in hell.

Baptism is by immersion after salvation and is done in obedience to Jesus Christ's command.

Each believer has direct access to God through the Lord Jesus Christ.

The church is a local body of baptized believers with the Lord Jesus Christ as the Head.

Equal Opportunity Statement

Prestonwood Baptist Church's employment policy is to provide equal employment opportunity for all qualified employees and applicants without regard to race, color, sex, age or national origin.

The Church does however, reserve the right to employ persons who have a Christian background and a philosophy of ministry and who, in the opinion of the Church, have a work history and lifestyle which is consistent with the Scriptural principles the Church embraces.



Thank you for your interest in employment at Prestonwood Baptist Church. We invite you to fill out this application and return it to the Administrative Office. If an opening occurs for which it appears you may qualify, your application will be thoroughly reviewed. We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview. Your application will be maintained on file for one year.

I. Personal Information:

Full Name: _____

Other names you have used: _____

Address: _____
Street City State Zip

Previous Address: _____
(if moved in last 5 years) Street City State Zip

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

E-Mail: _____ Cell Phone: (____) _____

Preferred method of contacting you: _____

II. Position Desired:

Please indicate possible position(s) for which you are applying:

First Choice: _____ Second Choice: _____

How did you learn about the position for which you are applying? _____

Date available: _____ Full-time or Part-time (circle one or both)

Salary Desired: _____

III. Personal Response:

Are you a church member? If so, where?

Give a brief testimony and statement of your personal relationship to Jesus Christ.

Testimony contined from page 2.

IV. Professional Qualifications/Education

1. Institution _____

Degree _____ Major _____

Honors/Awards _____

2. Institution _____

Degree _____ Major _____

Honors/Awards _____

3. Institution _____

Degree _____ Major _____

Honors/Awards _____

Please list your computer skills _____

Additional Experience or Qualifications

List any other professional licenses, certifications, experience, skills or other qualifications including hobbies, spoken and written languages, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.

V. Employment Past and Present

1. Current or most recent employer _____ Position _____
Address _____
Dates of Employment _____ Ending Pay Rate _____
Supervisor's Name & Phone Number _____
Reason for leaving _____
May we contact your supervisor _____

2. Employer _____ Position _____
Address _____
Dates of Employment _____ Ending Pay Rate _____
Supervisor's Name & Phone Number _____
Reason for leaving _____
May we contact your supervisor _____

3. Employer _____ Position _____
Address _____
Dates of Employment _____ Ending Pay Rate _____
Supervisor's Name & Phone Number _____
Reason for leaving _____
May we contact your supervisor _____

4. Have you ever been terminated from any job, asked to resign or left employment involuntarily?

Yes No

If yes, explain _____

VI. References

Give three references who are qualified to speak of your spiritual experience and Christian service, your professional training and your personal character and moral values. Do not list family members or relatives for references.

Spiritual reference:

1. _____
Name Phone Number E-mail Address Relationship

Professional reference:

2. _____
Name Phone Number E-mail Address Relationship

Character reference:

3. _____
Name Phone Number E-mail Address Relationship

VII. Personal Background

Have you ever been convicted, been sentenced, been placed on probation, entered a guilty plea, or been the subject of a deferred adjudication or disposition for violating any civil or criminal laws other than minor traffic offenses? Yes No.

If yes, please explain:

(A positive response will not automatically bar you from employment. Please indicate the nature of the offense charged, the relevant dates, the name of your parole or probation officer and your current status.)

VIII. Acknowledgements

____ I am legally eligible to work in the United States and can provide proof of eligibility upon offer of
(initial) employment.

____ I understand in the course of the application process, I may become aware of "Confidential Information"
(initial) related to the operations of Prestonwood Baptist Church.

"Confidential Information" means all information, not generally known by the public, including all Work Product, business plans, training materials, software programs, promotional materials, illustrations, designs, plans, data bases, sources of supply, member and prospect lists, trade secrets, and all other valuable or unique information and techniques acquired, developed or used by Prestonwood Baptist Church. I further understand and acknowledge that any disclosure or misappropriation of any of the "Confidential Information" may cause Prestonwood Baptist Church irreparable harm and that Prestonwood Baptist Church shall have the right to obtain from a court of competent jurisdiction an order enjoining and restraining any further disclosure or misappropriation, without the necessity of posting any bond, as well as to obtain such other or additional relief.

_____ I authorize and consent for release of personal information as an applicant and/or employee that
(initial) Prestonwood Baptist Church may now or at any time conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, driving records, educational reference, personal reference, name verification, social security verification, county civil court records, county felony criminal history, county misdemeanor or criminal history, federal civil court records and criminal history (statewide, federal or extended).

I authorize any references or employers listed in this application to give Prestonwood Baptist Church any information (including opinions) that they may have regarding my character and fitness for employment. I hereby release an individual, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family, on account of compliance or any attempts to comply with this authorization.

I understand that these searches will be used to determine employment eligibility for Prestonwood Baptist Church. Therefore, I authorize and consent for full release of records to the authorized representatives of the church. In addition, I release and discharge Prestonwood Baptist Church and its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, expenses or any other charges or complaints filed with any agency arising from retrieving and reporting this information.

I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I may invoke my right to inspect any information provided about me by any consumer reporting agency.

The information contained in this application is correct to the best of my knowledge. I understand and agree that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been hired.

I HAVE CAREFULLY READ THE FOREGOING AND KNOW THE CONTENT THEREOF AND I SIGN THIS AS MY OWN FREE ACT.

Applicant's Signature

Date

