



Employment Application  
 Woodmen Valley Chapel – Woodmen Kids  
 290 E. Woodmen Road  
 Colorado Springs, CO 80919  
 (719) 388-5000 FAX (719) 388-5001

<p><b><u>Circle Preferred Campus:</u></b>          Rockrimmon          Woodmen Heights          Monument          Southwest</p>	<p><b><u>Shift Availability:</u></b>          Saturday PM Sunday 9 AM          Sunday 11 AM</p> <p><i>For Midweek Teachers</i>          Wed AM, Thurs AM, Sun PM, Mon PM          Tues PM, Thurs PM, Fri PM if needed          Weekend Services, if needed</p>
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General Information: *Please Print Clearly* Date: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Employment Desired:

Position:	Date you can start:
Are you employed now?	If so, may we contact your present employer?
Presently employed at:	Present Supervisor:
Have you ever been employed by Woodmen?	If so when?
Do you have relatives employed by Woodmen?	If so, whom?

Background Information:

Are you a member or regular attendee of Woodmen? \_\_\_\_\_ How long? \_\_\_\_\_

Which Woodmen service do you regularly attend? \_\_\_\_\_

Tell us about your spiritual journey to date: \_\_\_\_\_

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Have you accepted Jesus Christ as your personal Lord and Savior? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you committed to letting His Spirit work through you? \_\_\_\_\_ Yes \_\_\_\_\_ No

How long have you lived at your current address? \_\_\_\_\_

List all other cities and states where you have lived as an adult:

Cities	States	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the name, address, city and state of other churches you have attended regularly during the past 10 years:

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Please list all previous church work involving children, students or individuals with disabilities and their ages. (List church, type of work performed, dates, and a contact person familiar with your work there; please provide information of church if not listed above. Attach another page for more space, if necessary.)

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Please list all previous non-church work involving children, students or adults with disabilities. (List each organization's name and address, type of work performed, dates and a contact person familiar with your work there.) Attach another page for more space, if necessary.

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What special talents, vocations, preparation, training or other strengths or experiences do you believe the Lord has given you that would help you serve our children, students or adults with disabilities effectively?

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Why are you interested in working in Woodmen Kids?

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Do you have a preference concerning the age group or gender of children or students with whom you would like to work? Why?

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How would you maintain control in your classroom or small group (if appropriate)?

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Please provide the following: one professional reference (if applicable) or one family member, one pastor or church leader, and one personal reference. At least one reference must be a member of the opposite sex. Please contact these references and inform them an authorized Woodmen church staff person will be contacting them.

Reference Name	Relationship	Email	Phone Number

## RELEASE

I authorize Woodmen Valley Chapel to contact all individuals, organizations and references listed on this Employment Application in order to verify the information I have provided. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references, as well as contact persons from my previous church and non-church work/service.

I specifically authorize the church to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

I understand that Woodmen Valley Chapel often creates media projects showing the fun and growth that takes place in Woodmen Kids. I hereby grant permission to the rights of my image, likeness and voice as recorded on audio or video media without payment or any other consideration. I understand that these images and recordings may be edited, displayed, or distributed and waive the right to inspect or approve the finished product. I understand that photographs, and audio and video recordings may be electronically displayed in church in public settings and/or via the Internet, or DVD. There is no time limit on the validity of this release. I hereby release any and all claims against Woodmen Valley Chapel and any Woodmen employees or associates utilizing this material for any of the purposes stated above.

By signing this form, I certify and affirm that the information I have provided on this form is true, complete and correct in all respects.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

## Woodmen Kids Statement and Agreed Code of Conduct:

### Please initial each of the following sentences:

- I declare that all statements contained in my Employment Application are true. I understand that any misrepresentation or omission is cause for dismissal from any ministry involvement.
- I understand that my references and contacts from prior church or non-church work with children, student or disabled adults will be contacted and that an appropriate criminal background check will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize the church to undertake a criminal background check of my past.
- I understand that I can withdraw from the application process at any time.
- I understand that Woodmen has a policy of ZERO TOLERANCE for abuse and takes all allegations seriously. I further understand that Woodmen cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.
- I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult, and I have never been accused of these acts.
- I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application, and that refusal to inform Woodmen of the contents of a sealed criminal record will result in the automatic denial of the application.
- I will read and abide by all Woodmen Policies and Procedures.
- All aspects of this application, including all necessary paperwork, interview and Ministry Safe Training will be completed on or before my date of hire.
- I will attend a Woodmen church service on a regular basis.
- I will not have inappropriate physical contact with anyone on the team.
- I understand that I am making a commitment to Woodmen Kids at Woodmen and agree to be a responsible team member by doing the following:
- Attend all my scheduled times, except when ill, arriving at least ½ hour before the event time
  - Make advance arrangements when I am unable to work
  - Check my email weekly and prepare my lesson beforehand
  - Show respect to the leaders and children at all times
  - Respect the rules and follow them
  - Encourage the children by being an ambassador for Jesus
  - Agree to accept discipleship/mentoring from other leaders
  - Attend other forums of training offered throughout the year to improve my skills and learn to better serve our children and families
  - I will work a minimum of one weekly event throughout the school year

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed and signed application to Woodmen Valley Chapel, 290 E. Woodmen Rd. Colorado Springs, CO 80919 or leave at any Children's Welcome Desk on the weekends.

**Incomplete packets will not be processed.**

**Woodmen Valley Chapel Woodmen Kids Employment Application, #2**

*Because our church cares for our members and our children, and desires to protect them, please answer the following questions honestly. We understand that the answers to these questions may be private and deeply personal. Your answers will be kept appropriated confidential. The answers to these questions do not necessarily disqualify you from involvement with our ministry, but provide opportunity for our staff to follow up on potential issues.*

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction, or has anyone ever suggested that you may have a problem with any of the above? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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Have you ever been treated for a psychiatric disorder? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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When you are unhappy, angry or emotional about a person or circumstance, what do you do?

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Have you experienced any significant physical or emotional stresses within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crises? If so, please briefly explain. (Use back of page if necessary.)

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Have you ever physically or sexually abused a child? \_\_\_\_\_

Has someone ever accused you of abusing a child? \_\_\_\_\_

Are there circumstances or patterns in your life that would make it inappropriate for you to serve with children or compromise the integrity of Woodmen? \_\_\_\_ Yes \_\_\_\_ No

If yes, explain:

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Printed Name \_\_\_\_\_ Date \_\_\_\_\_