



# HILL COUNTRY BIBLE CHURCH

## Application for Employment in the Child Care Ministry We are an At-Will Employer

Please fill in the fields below, save to your device, and email saved document to: [lorierdley@hcbc.com](mailto:lorierdley@hcbc.com)

### PERSONAL INFORMATION

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street City State Zip

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

Email \_\_\_\_\_

Citizen of the United States? Yes ☐ No ☐

If not citizen of the U.S, can you provide proof that you can legally be employed in the U.S.? Yes ☐ No ☐

Have you participated in, or been accused, convicted, or pleaded guilty or no contest to abuse or any sexual misconduct? Yes ☐ No ☐

Excluding traffic related offenses, have you been convicted of, or pleaded guilty or no contest to, any crime? Yes ☐ No ☐

Are you aware of any traits or tendencies that could pose any threat to children, youth, or others? Yes ☐ No ☐

In Case of Emergency, Notify:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

### PHYSICAL REQUIREMENTS

Must be able to stand for several hours at a time. Must be able to get on the floor and play with the children in your care. Must be able to lift at least 40 pounds.

Are you able to meet these physical requirements? Yes ☐ No ☐

If No, please explain below: \_\_\_\_\_

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

## EDUCATION & TRAINING INFORMATION

High School: \_\_\_\_\_ Graduate? Yes ☐ No ☐

Trade or Business School: \_\_\_\_\_ Graduate? Yes ☐ No ☐

College: \_\_\_\_\_ Graduate? Yes ☐ No ☐

Other: \_\_\_\_\_ Graduate? Yes ☐ No ☐

Describe other specialized or professional training, skills, &/or licenses

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

(Begin with most recent employer)

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Your position \_\_\_\_\_ Employment Dates \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Ending pay rate \$ \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_ May we contact employer? Y ☐ N ☐

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Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Your position \_\_\_\_\_ Employment Dates \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Ending pay rate \$ \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_ May we contact employer? ☐ ☐

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Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Your position \_\_\_\_\_ Employment Dates \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Ending pay rate \$ \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_ May we contact employer? Y ☐ N ☐

## PERSONAL REFERENCES

(Do not list relatives or previous supervisors)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_

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Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_

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Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_

**CHRISTIAN BACKGROUND**

Have you accepted Christ as your Lord and Savior? Yes ☐ No ☐

Are you a member of a church? Yes ☐ No ☐

How Long? \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Church Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Read our "Core Beliefs" statement at <https://www.hcbc.com/about-us/our-beliefs/>

Are you in agreement with the doctrinal statement of HCBC as outlined in "Core Beliefs"? Y ☐ N ☐

I have read and understand the job description for the job that I am applying for, including the biblical requirements for this ministry position. Y ☐ N ☐

I certify that the information given by me to Hill Country Bible Church Austin is true, accurate and complete to the best of my knowledge. I understand that any false statements on the application, resume, during the interview or hiring process may result in the refusal of employment, or if employed, immediate termination from Hill Country Bible Church Austin employment.

I authorize investigations of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by Hill Country Bible Church Austin, my employment will be at-will, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of Hill Country Bible Church Austin or myself. I understand that I have the right to end my employment at any time and that Hill Country Bible Church Austin retains that same right.

All staff at Hill Country Bible Church Austin are engaged in vocational ministry and are seen as a representative of Hill Country Bible Church and Jesus Christ. Each employee should be committed to evaluating their world and personal actions through a biblical grid and living it out. As such, each and every employee is to conduct him/herself in a manner that is consistent with biblical standards in the workplace as well as places outside the workplace. Behavior outside the workplace may have a direct impact on employment status.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# HILL COUNTRY BIBLE CHURCH

## Background Check—Child Care Ministry

Your full, legal name: \_\_\_\_\_  
First Middle Last

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address \_\_\_\_\_  
Street City State Zip

Since \_\_\_\_\_ Have you lived outside of Texas in the past five years? If so, list states:  
(MM/YYYY)

Birthdate: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize Hill Country Bible Church (HCBC) and its designated agents and representatives to conduct a comprehensive review of my background for employment and/or volunteer purposes. I also understand that as long as I remain an employee or volunteer at HCBC, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, which is relevant to any volunteer service and/or employment to Hill Country Bible Church or its agents.

\*\* Hill Country Bible Church and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

BY SIGNING BELOW, YOU ARE CONSENTING TO A BACKGROUND CHECK.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date