



# Application for Employment

Baptist Children's Home – Oklahoma City Campus  
 Baptist Children's Home – Owasso Campus  
 Baptist Home for Girls – Madill Campus  
 Boys Ranch Town – Edmond Campus  
 Hope Pregnancy Center-North – Oklahoma City  
 Hope Pregnancy Center-South-Oklahoma City  
 Hope Pregnancy Center – Tulsa Metro  
 Hope Pregnancy Center – Ardmore  
 Hope Pregnancy Center - Edmond  
 Corporate Office – Oklahoma City

Please Print

Date: \_\_\_\_\_

## Personal Information

(Last)	(First)	(Middle)
Name:		
(Street)	(Apartment Number)	Home Telephone Number:
Address:		( )
(City)	(State)	(Zip)
Social Security Number:	Email Address:	Cell Telephone Number:
		( )

**Position Applied For:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
 (Applicant must specify the particular position and location.)

**Would you consider a position elsewhere, and if so, which locations?**  Yes  No

Oklahoma City  Owasso  Madill  Edmond  Tulsa

Did a current OBHC staff recommend or refer you for this position?  Yes  No

If yes, please provide OBHC employee's name: \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No  
 (Proof of United States citizenship or immigrant status will be required upon employment.)

Are you at least 21 years of age?  Yes  No  
 (This is applicable when applying for a position allowing unsupervised access to children.)

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?  
 Yes  No

If yes, give nature of offense, name and location of court and the penalty or disposition of the case or cases: \_\_\_\_\_

Do you drink alcoholic beverages?  Yes  No

Do you use tobacco products?  Yes  No

Do you have a current driver's license?  Yes  No License Number \_\_\_\_\_ State: \_\_\_\_\_  
 (This is applicable when applying for a position that driving is a part of the position's responsibilities.)

Have you been convicted of a traffic offense in the past five (5) years?  Yes  No

If yes, give the nature of the offense, the name and location of the court and the penalty or disposition of the case:

\_\_\_\_\_

(A prior conviction is not an automatic restriction to employment; however, a poor driving record may affect employment eligibility with OBHC when driving is a part of the position's responsibilities.)

Marital Status:  Single  Engaged  Married

Date of Marriage: \_\_\_\_\_

***When applying for a house parent position: List the names and ages of your children and whether they are living with you.***

Name	Age	Currently Living with You

## EDUCATION

	School Name	Location	Number of Years Attended	Did you Graduate?	Degree or Diploma
High School					
College					
Graduate					
Vo-Tech					
Other					

Additional job-related seminars, short courses, workshops, or other educational experiences, if any:

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

Additional job-related special training, specialized licensing, special skills, or noteworthy achievements, if any:

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

When applying for a clerical position, please list pertinent office skills or experience with office equipment:

Fax Machine  Copiers/Digital Imaging  Ten-key operation  Multi-line Telephone Operation

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

**Computer Skills**

**Levels of Competency**

	<u>Basic Knowledge</u>	<u>Working Knowledge</u>	<u>Professional Expertise</u>
Computer Operation	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced Level
Microsoft Word	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced Level
Excel	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced Level
Power Point	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced Level
Access	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced Level
Outlook	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced Level
Photoshop (or other digital imaging)	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced Level
Other Computer Programs:	<input type="checkbox"/> ACS	<input type="checkbox"/> Blackbaud	<input type="checkbox"/> Corel
	<input type="checkbox"/> Quicken	<input type="checkbox"/> InDesign	

**CHURCH HISTORY**

Are you a Christian?  Yes  No Where is your church membership? \_\_\_\_\_

What church responsibilities have you had? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

At this time, in what way are you involved in your church activities? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pastor's name and address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

What other pastor could recommend you? \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Please list previous churches attended:

Church Name	Address	Telephone Number	Attended From:	Attended To:

**REFERENCES**

(Omit names of relatives or pastors listed above)

Name	Occupation	Complete Address	Telephone Number
Work reference:			
Work reference:			

# EMPLOYMENT RECORD

(Please give accurate, complete full-time and part-time employment history, including any military service. Please use a separate sheet if additional space is required. Start with your present or most recent employer.)

**Permission to contact current employer**  **Yes**  **No**

**Current Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of your work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

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Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of your work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

\*\*\*\*\*

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of your work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

**(Employment Record Continued)**

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of your work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

\*\*\*\*\*

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of your work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

\*\*\*\*\*

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Description of your work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Have you ever worked under a different name for any of these employers?  Yes  No

If yes, please identify the employer and state the different name: \_\_\_\_\_

Have you been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?  Yes  No

If yes, give the nature of the offense, the name and location of the court and the penalty or disposition of the case(s) and name of probation officer if you are now on probation. \_\_\_\_\_

(A prior conviction may not be a restriction to employment.)

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed by Oklahoma Baptist Homes for Children, Inc. ("OBHC"), my employment may be terminated at any time.

In consideration of my employment, I agree to follow OBHC's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or OBHC's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by OBHC. **IF I AM EMPLOYED BY OBHC. I UNDERSTAND THAT MY EMPLOYMENT WILL BE ON AN AT-WILL BASIS.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**PLEASE READ CAREFULLY BEFORE SIGNING**

**DRUG TESTING**

I, \_\_\_\_\_, understand that I shall be required to submit to a screening for alcohol, drugs, or other controlled substances in connection with my application for employment. I hereby consent for Oklahoma Baptist Homes for Children, Inc., a Collection Facility, and a Reference Laboratory to perform appropriate tests or examinations for the presence of alcohol, drugs, or other chemical substances. Further, I give consent for the release of the test results, or other medical information to authorized management of Oklahoma Baptist Homes for Children, Inc. for appropriate review. I understand that if I refuse to consent, the offer of employment will be withdrawn. I also understand that a confirmed test will result in the withdrawal of the offer of employment. I release Oklahoma Baptist Homes for Children, Inc., its employees, management and its designated medical or professional representatives, from any and all claims or causes of action resulting from this test, the release of the results of the test to such persons, and any decisions resulting there from. My consent to release the test results shall be valid for a period of one year from the date written below.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

**PLEASE READ CAREFULLY BEFORE SIGNING:**

**CONSENT AND RELEASE AGREEMENT FROM OBHC**

In further consideration of my employment and pursuant to 40 Okla. Stat. §61, I authorize and consent to OBHC's disclosure to future prospective employers any employment-related information that OBHC, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that OBHC may have about my performance or behavior as an employee. I further release and hold harmless OBHC from any and all liability that may potentially result from the release and/or use of such employment-related information to future prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

I understand that no representative of OBHC has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Witness**

**PLEASE READ CAREFULLY BEFORE SIGNING**

**CONSENT AND RELEASE AGREEMENT TO OBHC**

I authorize Oklahoma Baptist Homes for Children, Inc. ("OBHC") and any representative of employee of that organization to make any inquiry or engage in any discussion concerning me which OBHC or its representatives and employees deem appropriate. I authorize OBHC to obtain information from any source concerning me, my history and references to the full extent that OBHC, in its discretion, deems necessary to determine my suitability for employment. I release OBHC from any and all liability that may potentially result from the use of such employment-related information from any source.

I authorize and request any former employers, schools, and persons to freely give OBHC any and all information which they may have concerning me or my previous employment, and I waive any rights which may exist with respect to such information. I authorize the release of information about me without liability to any person, firm or company releasing such information. I further release and hold harmless any former employer, school and person providing employment related information from any and all liability that may potentially result from the release of such information. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO READ THIS DOCUMENT AND ASK ANY QUESTIONS I MAY HAVE HAD BEFORE SIGNING IT. I ALSO ACKNOWLEDGE THAT I UNDERSTAND THE MEANING AND EFFECT OF THIS DOCUMENT AND ITS PROVISIONS.**

**Authorized Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Oklahoma Baptist Homes for Children Statement of Belief  
(Adapted from the Baptist Faith and Message, 2000)**



**The Scriptures**

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. Therefore, all Scripture is totally true and trustworthy.

**God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures.

**God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. God is Father in truth to those who become children of God through faith in Jesus Christ.

**God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. He now dwells in all believers as the living and ever present Lord.

**God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. Through illumination He enables men to understand truth. He exalts Christ.

**Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation.

**Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour. There is no salvation apart from personal faith in Jesus Christ as Lord.

**God's Purpose of Grace**

Election is the gracious purpose of God.

**The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers.

**Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

**The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private.



### **The Kingdom**

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men.

### **Last Things**

God, in His own time and His own way, will bring the world to its appropriate end.

### **Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations.

### **Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge.

### **Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

### **Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God.

### **The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love.

### **Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness.

### **Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate.

### **The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage.

*For a full copy of the statement of faith, along with Biblical references, please access this at [www.sbc.net/bfm2000/bfm200.asp](http://www.sbc.net/bfm2000/bfm200.asp).*

***I have read the Baptist Faith and Message 2000, and I support the beliefs stated within that document. I agree to serve as a Christian role model.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_