



MIDWAYCHURCH

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Dates Available: _____ Social Security No: _____ Driver's License No. & State _____

Position Applied for: _____

In Case of Emergency notify: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO GED: YES NO

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Professional References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Email: _____

Personal References

Please list two personal references (excluding relatives).

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Email: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Email: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Email: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Email: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

In completing this Employment Application, I understand, represent, and agree that:

Midway Church's (hereafter referred to as the Church) acceptance of this completed form does not mean that a position for which I am qualified is open. Completion of this form in no way creates a contract between the Church and me. As part of its procedure for processing this form or evaluating me for employment purposes, the Church may obtain an investigative report including information gathered through personal interviews with third parties such as prior employers, family members, business associates, and other individuals with whom I am acquainted.

I consent to Midway Church, Aubrey, TX and/or its agents to make an independent investigation of my background that may include: references, character, general reputation, personal characteristics, (whichever may be applicable), past employment, education, credit history (if applicable for position), adult criminal, criminal history or police records, and motor vehicle records including those maintained by both public and private organization and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment/service now and, if applicable, during the tenure of my service with Midway Church. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. These searches will be conducted by **Verified First, 1550 South Tech Lane, Suite 200, Meridian, Idaho 83642; Tel. # 888.670.9564; www.verifiedfirst.com.**

By signing this form, I authorize the Church to request and obtain the information described above. Further, I release the Church, its affiliates, related entities, agents, employees, and officers (collectively referred to as "the Church") and all prior employers or references and record custodians from any claim or liability whatsoever arising out of such a request or any information disclosed in response thereto, and I agree not to bring any action or assert any claim against the Church or such prior employers or references on account thereof.

A photocopy or facsimile of this authorization shall be valid as the original. I understand that the ability to be bonded may be a condition of hire for some positions. I understand that my providing of false or misleading material information or my failure to state material facts either in this form or in any interviews, no matter when discovered, will result in the immediate termination of any position offered to me by the Church.

*NOTE: The above information is required for identification purposes only and is in no manner used as qualifications for employment, internship, or service as a volunteer. Midway Church abides by all applicable state and federal employment laws.

Applicant Signature _____

Date _____

For Church Use	
_____	_____
Accepted/Received by (Name)	Date

I, (Applicant – print name) _____, understand that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to the representative(s) of Midway Church (the “Church”) during the interview process will be sufficient grounds for not hiring me or immediately discharging me, no matter when discovered.

I understand and agree that if I am offered employment with the Church, such employment shall be “at will” in that my appointment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits, and operating policies.

I understand that the Church may make a thorough investigation of my character, reputation, and past employment as a pre-condition of employment. I understand that the Church retains the right to verify my driving information with the Department of Motor Vehicles, authorize the giving and receiving of any such information requested by the Church (including licensure, workers’ compensation, criminal, driving, financial and credit records), and I hereby relieve and release all former employers and their agents, and licensing authorities and their agents, of any liability for any information they may give to the Church. I hereby waive any and all rights or claims I may have against the Church, its agents or employees, arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the Church’s handling, processing, or investigation of my application with the Church.

I agree that if I am employed by the Church, in the future a potential employer may contact the Church or its representatives concerning my work record and my work performance at the Church. I hereby consent to and authorize persons employed by the Church to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work and/or performance of my job at the Church.

I understand that if I receive an offer of employment, if requested, I may be required to participate in the analysis for the detection of the use of illegal drugs or substances. I understand that my inability to perform the essential functions of the job, with or without reasonable accommodation, due to my physical or mental condition, could prevent my employment or continued employment by the Church.

I understand that if I am employed by the Church, before commencing my duties, I may be required to produce documentary evidence of my age and I will be required to produce documentary evidence of my right to work in the United States.

I hereby acknowledge that if I am employed by the Church, the first ninety (90) days of my employment with the Church constitutes a probationary period, and further, I understand that completing the probationary period does not ensure my continued employment or affect the “at-will” nature of my employment.

I understand that if I am employed by the Church, if requested by management at any time, I agree to submit to a search of my desk or any work space that may be assigned to me, and I waive all claims for damages on account of such search.

I understand and agree that if I am employed by the Church, in the performance of my duties as an employee of the Church, or after I leave the Church, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand this application will remain active for one (1) year during which time it may but will not necessarily be, at the sole discretion of the Church, reviewed for open positions within the location at which I applied.

Applicant Signature _____ Date _____

For Church Use	
_____	_____
Accepted/Received by (Name)	Date

PLEASE READ CAREFULLY BEFORE SIGNING

I HEREBY AUTHORIZE THE Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for volunteering/employment purposes.

I understand that the scope of the consumer report/investigative consumer report may include, but it no limited to, the following areas:

- verification of social security number;
- criminal history records from criminal justice agencies in any/all jurisdictions (federal/state/county)
- current and previous residences;
- birth records;
- employment history including all personnel files;
- education including transcripts;
- motor vehicle records to include traffic citations and registration;
- character references;
- credit history and reports;
- any other public records;
- interviews conducted with third parties regarding my character, general reputation, personal characteristics or mode of living.

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 to the Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, including information or data received from other sources.

Medical and worker's compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any applicable state laws.

I hereby release the Church, the Social Security Administration, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability or damages of whatever kind, which may, at any time, result to me, my heirs, executors or representatives because of compliance with this authorization and request to release.

I have received a copy of the Summary of Rights under the Fair Credit Report Act. I understand that I am entitled to know if I am denied a position because of information obtained by the Church from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

I understand that I have the right to revoke the authorization at any time, provided I do so in writing.

Applicant Signature _____ Date _____

For Church Use	
_____	_____
Accepted/Received by (Name)	Date

EMPLOYMENT SCREENING CONSENT FORM

PLEASE PRINT LEGIBLY

Last Name	First Name	Middle	Social Security Number	Driver's License and State	Date of Birth
Street Address			City	State	ZIP
Home Telephone	Work Telephone	Cell Phone	Email Address		
Previous Names					
Previous Street Address			City	State	ZIP
Previous Church Attended			City	State	Zip
Time Attended Midway Church			Member of Midway Church		
			<input type="checkbox"/> Yes		<input type="checkbox"/> No

POSITIVE ANSWERS TO THE FOLLOWING QUESTIONS WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT OR VOLUNTEER SERVICE; FAILURE TO ANSWER THEM WITH COMPLETE HONESTY MAY.

Have you ever pled no contest to, pled guilty to, or been found guilty of, any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you presently under charges of any criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had an adjudication deferred for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a sentence probated for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had community service for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a motion to dismiss for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes to any, give details:					
<hr/> <hr/> <hr/>					
Types of offenses:					
Dates:					

PLEASE LIST BELOW TWO PERSONAL REFERENCES WHO ARE NOT RELATED TO YOU:

Last Name	First Name	Years Known
Street Address		State Zip
Home Telephone	Work Telephone	
Last Name	First Name	Years Known
Street Address		State Zip
Home Telephone	Work Telephone	

Background Screening Consent for Pre-Employment

Midway Church Aubrey, TX

Applicant should complete all relevant information and sign and date the form.

I, _____, I consent to **Midway Church**, Aubrey, TX and/or it's agents to make an independent investigation of my background that may include: references, character, general reputation, personal characteristics, (whichever may be applicable), past employment, education, credit history (if applicable for position), adult criminal, criminal history or police records, and motor vehicle records including those maintained by both public and private organization and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment/service now and, if applicable, during the tenure of my service with Midway Church. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. These searches will be conducted by Verified First, 1550 South Tech Lane, Suite 200, Meridian, Idaho 83642; Tel. # 888.670.9564; www.verifiedfirst.com.

I release **Midway Church** and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits regarding the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) _____

Maiden Name or Other Names Used _____

Social Security Number _____ Date of Birth: ____/____/____

Email Address _____

Present Address _____

City _____ State _____ Zip _____

Previous Address (if less than one year) _____

City _____ State _____ Zip _____

Please list all states and counties of residence since turning age 18: _____

Driver's License Number: _____ State of License: _____

Signature of Applicant / Date

I hereby authorize Midway Church to run a new background check every two years or as deemed necessary without renewed consent. This consent may be revoked by me (in writing) at any time.

Midway Church abides by all applicable state and federal employment laws.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.**

Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

FOR QUESTIONS OR CONCERNS REGARDING:

Consumer reporting agencies, creditors and others not listed below

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Federal credit unions (words "Federal Credit Union" appear in institution's name)

State-chartered banks that are not members of the Federal Reserve System

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Activities subject to Packers and Stockyards Act, 1921

PLEASE CONTACT:

Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580 1-877-382-4357

Office of the Comptroller of the Currency
Compliance Management, Mail Stop 6-6
Washington, DC 20219 800-613-6743

Federal Reserve Board
Division of Consumer & Community Affairs
Washington, DC 20551 202-452-3693

Office of Thrift Supervision
Consumer Programs
Washington, DC 20552 800-842-6929

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314 703-519-4900

Federal Deposit Insurance Corporation
Consumer Response Center, 2345 Grand Avenue, Suite 100
Kansas City, Missouri 64108-2638 1-877-275-3342

Department of Transportation, Office of Financial Management
Washington, DC 20590 202-360-1306

Department of Agriculture
Office of Deputy Administrator - GIPSA
Washington, DC 20250 202-720-7051