



EMPLOYMENT APPLICATION PROCESS

We appreciate your interest in applying for employment at NorthRidge Church & Christian Academy. If you have questions at any time during the application process, please contact us at (863) 422-4488 for assistance.

Step One – A Completed Application

A completed application may be turned in to the Personnel Office of the Church Monday – Thursday from 8:00am – 4:00pm. You may attach your resume or additional documentation to your application, but the application must be completed in full to be considered for employment.

You may also mail a completed application to NorthRidge Church, Attention: Personnel, 2250 SR 17 South, Haines City, FL 33844

Should a position become available in our Ministry your application will be forwarded to the appropriate area supervisor. Applications are kept on file in our Personnel Office for 6 months, at which time they are archived.

Step Two – Interview Procedure

Supervisor of the correct ministry area will contact you to schedule an initial interview. Upon completion of a successful interview your application will be returned to personnel with a recommendation from the supervisor as to a suitable position. References will be checked and application will be further reviewed. Once all references are checked your application will be forwarded to the Senior Pastor/Administrator at which time a second interview will take place.

Step Three – Orientation

A formal written offer will be prepared and Personnel will meet (by appointment) with prospect to fill out all New Hire paperwork and information for background check.

Pending background check outcome and completion of paperwork Senior Pastor and Personnel will give final authorization. Supervisor will contact employee to establish start date, go over Employee Handbook, Discipline Policy, and welcome them to staff.

Only after completion of hiring process may the employee start work and be eligible to receive a paycheck.

Upon hire all employees must attend Exploring Church Membership which outlines the beliefs and mission of our Church and sign our covenant agreement. While non-administrative positions do not require membership at NorthRidge Church you must be an active member of a like minded ministry. These classes are offered at Teacher Orientation in August of each year and then quarterly through the Church (Sunday mornings or evenings). This class must be completed within 90 days of hire.

Prospective Employee Checklist

All Employees of NorthRidge Church & Christian Academy

- | | | | |
|--------------------------|-------------------------------|--------------------------|--|
| <input type="checkbox"/> | Completed Application | <input type="checkbox"/> | Official Transcripts (if applicable) |
| <input type="checkbox"/> | Copy of Valid Drivers License | <input type="checkbox"/> | Florida Teaching Certificate (if applicable) |
| | | <input type="checkbox"/> | DCF Training Transcripts (if applicable) |
| | | <input type="checkbox"/> | First Aid / CPR Training Cert. (if applicable) |

Upon Offer of Employment

- | | | | |
|--------------------------|--------------------------------------|--------------------------|---|
| <input type="checkbox"/> | Affidavit of GMC | <input type="checkbox"/> | Florida Stat 402.3055 Form (NCP Staff Only) |
| <input type="checkbox"/> | Local law check | <input type="checkbox"/> | Discipline Policy (NCP Staff Only) |
| <input type="checkbox"/> | Authorization for fingerprints | <input type="checkbox"/> | Child Abuse & Neglect Report (NCP Staff Only) |
| <input type="checkbox"/> | Fingerprints Screening | <input type="checkbox"/> | Background Screening Supp. (NCP Staff Only) |
| <input type="checkbox"/> | W-4 Form | <input type="checkbox"/> | Handbook Acknowledgement Statement |
| <input type="checkbox"/> | I-9 Form | | |
| <input type="checkbox"/> | Copy of Signed Social Security Card | <input type="checkbox"/> | Direct Deposit Authorization |
| <input type="checkbox"/> | Race Ethnicity Reporting Form | <input type="checkbox"/> | Workman's Comp Health Questionnaire |
| <input type="checkbox"/> | Health Insurance Enrollment Form | <input type="checkbox"/> | Health Certificate/Physical Exam Date(contact personal physician) |
| <input type="checkbox"/> | Life Insurance Enrollment Form | <input type="checkbox"/> | FACCS Application Completed (NCA Staff Only) |
| <input type="checkbox"/> | Guidestone Flex Plan Enrollment Form | <input type="checkbox"/> | Code Of Ethics Form (NCA Staff Only) |
| <input type="checkbox"/> | Aflac Enrollment Form | <input type="checkbox"/> | Background Screening Supplement (NCP Only) |

Completed By Personnel Department

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Interview 1 (scheduled by the area supervisor) | <input type="checkbox"/> | Health Insurance Enrollment |
| <input type="checkbox"/> | Interview 2 (scheduled by the Senior Pastor) | <input type="checkbox"/> | Life Insurance Enrollment |
| <input type="checkbox"/> | Reference Check Employment/Character | <input type="checkbox"/> | ST/LT Disability Enrollment |
| <input type="checkbox"/> | Interview 3 (scheduled by the Personnel Dept) | <input type="checkbox"/> | Guidestone Church Annuity 403b |
| <input type="checkbox"/> | Fingerprints (scheduled by the Personnel Dept) | <input type="checkbox"/> | Salary Deducted Fees Sheet |
| <input type="checkbox"/> | Local Law Check Received | | |
| <input type="checkbox"/> | Fingerprints Received | <input type="checkbox"/> | Entered In Headmaster Module |
| <input type="checkbox"/> | FBI Letter Received | <input type="checkbox"/> | Entered In Payroll Module |
| <input type="checkbox"/> | Florida New Hire | <input type="checkbox"/> | Entered In People Module |
| <input type="checkbox"/> | FACCS Application Sent (NCA Staff Only) | <input type="checkbox"/> | Established Email Account (NCA Staff Only) |
| <input type="checkbox"/> | FACCS Accreditation Received (NCA Staff Only) | <input type="checkbox"/> | Established Computer Log In (NCA Staff Only) |
| | | <input type="checkbox"/> | Established OnDemand Log In (NCA Staff Only) |



NORTHRIDGE CHURCH & CHRISTIAN ACADEMY

Where Friends Become Family

(Position Applying For)

(Date of Application)

Ministry Area: NorthRidge Church NorthRidge Christian Academy NorthRidge Christian Preschool

Employment Application

Name: _____
(Last Name) (First Name) (Middle Name) (Goes By Name)

Home Address: _____
(Street) (City) (State) (Zip Code)

Mailing Address (if different): _____
(Street) (City) (State) (Zip Code)

Date of Birth: _____ Social Security #: _____ - _____ - _____

Home Phone #: _____ Cell Phone #: _____

Email: _____

I attest that I am eligible to work in the United States in that I am one of the following:

Citizen of the United States Lawful Permanent Resident Alien Authorized to Work Until _____

Family Information

Marital Status: Single Married Divorced Separated Widowed

Spouse If Applicable

In Case of Emergency Notification

Name: _____

Name: _____

Date of Birth: _____

Relation to Employee: _____

Home Phone #: _____

Home Phone #: _____

Occupation: _____

Occupation: _____

Employer: _____

Employer: _____

Work Phone #: _____

Work Phone #: _____

Cell Phone #: _____

Cell Phone #: _____

Email: _____

Email: _____

Children (name(s) & D/O/B): _____



NORTH RIDGE CHURCH & CHRISTIAN ACADEMY

Where Friends Become Family

Educational History

	Name & Address	Course of Study	Years Completed/Degree
High School	_____ _____ _____		
College, Trade or Business School	_____ _____ _____		
Masters or Doctoral Studies	_____ _____ _____		
Other courses or Related Areas of Study <small>(Early Childhood Education Courses)</small>	_____ _____ _____		

Employment History

Please list below all present and past employment, in chronological order, any jobs you have held during the last five years. If additional space is needed please use separate sheet of paper.

Employer	Address & Phone Number	Employment Dates From/To	Salary	Position Title	Reason for leaving
					May we contact them? _____
					May we contact them? _____
					May we contact them? _____



Character References

Name	Address	Phone Number	Occupation	Years Known

Spiritual Information

Have you accepted Jesus Christ as your personal Savior? ___ Yes ___ No

Have you been baptized by immersion? ___ Yes ___ No

What do you base your belief/faith on? _____

How often do you attend church? _____

Name of Church: _____

Address of Church: _____

Telephone Number: _____

Name of Pastor: _____

Denomination: _____

How long have you attended/been a member? _____

Church activities which you participate in: _____

What are your spiritual gifts? _____

Please describe, in detail, your salvation experience: _____



NORTHRIDGE CHURCH & CHRISTIAN ACADEMY

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Health & Physical Information

How would you describe your: Physical Health? _____ Mental Health? _____
Hearing? _____ Eyesight? _____

When was your last physical exam: _____

Do you feel you are mentally and physically able to perform the duties associated with the position for which you are applying? YES NO If No, Please Explain: _____

Are you willing to submit to a physical exam (at your expense) to qualify for employment? YES NO

Personal Information

Have you ever been convicted of a felony? YES NO

If Yes Please Explain: _____

Have you ever held a child care license with the Department of Children & Families or been registered to provide child care in your home? YES NO

If yes, please identify where and when the license was held and what type of program the license was for:

While employed in a child care program, have you ever been the subject of disciplinary action, or been the party responsible for a child care facility receiving an administrative fine? YES NO

Volunteer experience or special talents: _____

Describe your interest in and leading to the field applied for: _____

What is your understanding of our school program?

What are your long and short term goals in this field?

What are your goals in this particular position?

What qualifications do you consider important for this position?

Doctrinal Statement

NorthRidge Christian Academy is a ministry of First Baptist Church of Haines City, Inc; doing business as "NorthRidge Church." The church and school are a part of the Southern Baptist Convention whose heart is best described by a passion to reach our world with the hope found only in a personal relationship with Jesus Christ. A detailed description of our doctrinal statement is available through the church office or can be read in its entirety at the following web address: www.sbc.net/bfm/bfm2000.asp.

Applicant's Statement

- ❖ *I am aware that NorthRidge Church, NorthRidge Christian Preschool, and NorthRidge Christian Academy are all ministries of First Baptist Church of Haines City, Inc.*
- ❖ *I am aware that a criminal history record check is made on all employees of NorthRidge.*
- ❖ *I certify that answers given herein are true and complete to the best of my knowledge.*
- ❖ *I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*
- ❖ *I understand that this application is not intended to be a contract of employment.*
- ❖ *In the event of employment, I understand that false or misleading information given in my application or interview may result in termination. I understand also that I am required to abide by all policies and regulations related to the position for which I am hired.*

Signature

Date