

# **GREEN HILL CHURCH EMPLOYEE APPLICATION INSTRUCTIONS**

- 1.** Print application and fill out completely.
- 2.** Additional information: 615-758-7238 or email [pat@greenhillchurch.com](mailto:pat@greenhillchurch.com)
- 3.** Mail to address below or drop off at church office.

Green Hill Church  
13251 Lebanon Rd.  
Mt. Juliet, TN 37122

Att: Pat Johnson, PDO Director



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

## EMPLOYEE APPLICATION

### Personal Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

Are you of the age 18 or older?      Yes    No                      U.S. Citizen: Yes    No

Are you willing to provide your Social Security Number if hired?    Yes    No

In Case of Emergency, contact:

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

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

Phone: \_\_\_\_\_

Are you under a doctor's care?    Yes    No

If yes, explain: \_\_\_\_\_

Are you able to lift up to 25 lbs?    Yes    No    If no, explain:

\_\_\_\_\_

Do you have any disabilities?    Yes    No    If yes, explain \_\_\_\_\_

Have you ever been convicted of a crime?    Yes    No    If yes, explain: \_\_\_\_\_

Are you presently employed?    Yes    No

Position applying for: \_\_\_\_\_ Preferred Age Group: \_\_\_\_\_

Will you have a child attending Green Hill Church PDO    Yes    No

### Educational Background:

High School: \_\_\_\_\_ Diploma? Yes No

College: \_\_\_\_\_ Diploma? Yes No

Major: \_\_\_\_\_

Postgraduate College: \_\_\_\_\_ Diploma? Yes No

Major: \_\_\_\_\_

**Employment History:** Please list previous employment, starting with most recent (You may attach a resume with additional information)

May we contact the individuals below for references to your work?    Yes    No

If no, please explain:

\_\_\_\_\_

Place of Employment \_\_\_\_\_ Position \_\_\_\_\_  
Duties \_\_\_\_\_  
Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Phone Number \_\_\_\_\_

Place of Employment \_\_\_\_\_ Position \_\_\_\_\_  
Duties \_\_\_\_\_  
Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Phone Number \_\_\_\_\_

Place of Employment \_\_\_\_\_ Position \_\_\_\_\_  
Duties \_\_\_\_\_  
Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Phone Number \_\_\_\_\_

By completing this application, you give permission for Green Hill Church PDO Director to contact your references, verify your past work history, conduct a criminal background check, and contact your previous employers to determine your suitability for working in our PDO program.

By signing this application, you affirm that the information is true to the best of your knowledge. You also agree to release GHC for any liabilities that result from the verification. Thank you.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please list 3 personal references (not related) – Name, Address, Phone Number

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Do you have any special skills or talents that would be beneficial in working with young children?

(Please include administrative, organizational and communication skills.)

\_\_\_\_\_

What 3 words describe your personality? (Describe their importance in a children's ministry program)

1. \_\_\_\_\_
2. \_\_\_\_\_

3.

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Describe the role that parents, children and teachers play in a PDO program.

Parents:

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Children:

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Teacher:

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What do you think makes a successful PDO program?

What behavior do toddlers and pre-school age children exhibit when they are bored?

As a caregiver, what steps would you take to inform a parent of an accident?

Confront a parent of a disruptive child?

Respond to a voiced concern?

What are your future professional goals?

What are your future personal goals?

Where is your spiritual development? (circle one answer below)

Just beginning

Making Progress

Growing

Advanced

Please provide us with your profession of faith below: (You may use the back of this page if needed)

