



Second Baptist School

6410 Woodway Drive · Houston, Texas 77057

713.365.2310

secondbaptistschool.org

TEACHER/ADMINISTRATOR APPLICATION

REQUIRED APPLICATION MATERIALS:

- ____ Statement of Faith
- ____ Consumer Report Disclosure
- ____ Consumer Report Authorization
- ____ Background Check Authorization
- ____ Reference Authorization
- ____ Official College Transcripts
- ____ Photocopy of Current Teaching Certificate

In order to be considered for a teaching or administrative position, please complete this application for employment and return with the required application materials to:

Second Baptist School
6410 Woodway Drive
Houston, TX 77057

NAME AND ADDRESS

Date of Application _____ Social Security Number _____

Name in Full _____

FIRST

MIDDLE

LAST

Address _____

STREET NAME

APARTMENT NUMBER

CITY

STATE

ZIP

Email Address _____ Phone _____

POSITION

I am applying for a position as a:

____ Teacher of _____

____ Administrator of _____

Certification _____ Number of Years Teaching _____

(INDICATE STATE, GRADE LEVEL & SUBJECT SPECIALIZATION)

Have you been employed by Second Baptist School/Church in the past 12 months? ____YES ____NO

GENERAL INFORMATION

Second Baptist School is an accredited private Christian college-preparatory school (PK-12) and a ministry of Second Baptist Church. A teacher must profess a belief in and commitment to Jesus Christ as Lord and Savior. A teacher's belief and lifestyle is expected to reflect a stance against recreational drugs, social drinking, abortion on demand, promiscuity, homosexuality, profanity, tobacco, and other immoral or unhealthy behavior. One should weigh carefully the compatibility of his/her outward lifestyle and inward commitment with the strong Christian stance of the school before submitting an application.

Second Baptist School does not discriminate on the basis of sex, race, color or national origin.

PERSONAL INFORMATION

Date of Birth _____ U.S. Citizen? YES NO

Marital Status: Single Married Divorced Widowed If married, spouse's name _____

Church Member? YES NO If yes, name of church _____

Is there any reason why you might be unable to perform the job duties consistently? YES NO

Have you ever been treated for emotional problems? YES NO

Have you ever been addicted to narcotic drugs? YES NO

Do you drink alcohol? YES NO

If yes to any of the above questions, please explain: _____

Have you ever been arrested, charged or convicted of a crime other than a traffic violation? YES NO

If yes, please explain: _____

EDUCATION AND PROFESSIONAL TRAINING

College/University Attended	Course of Study	Degree/Diploma Received	Year

Special Training _____

RELIGIOUS TRAINING

List any formal religious training you have received, including seminary, college, or Bible courses _____

TEACHING EXPERIENCE

(LIST MOST RECENT EXPERIENCE FIRST)

School/Institution	Grades/Subjects	Start Date	End Date	Annual Salary

Have you ever been formally disciplined or suspended? ___YES ___NO

Have you ever been fired? ___YES ___NO

If yes, please explain _____

CHURCH INVOLVEMENT

(E.G. CHOIR, SUNDAY SCHOOL TEACHER, ETC.)

Name of Church	Pastor's Name	Nature of Work	Dates

REFERENCES

Give at least 4 references:
3 professional (superintendents, principals, supervisors or professors)
1 pastor

Name of Reference	Mailing Address	Phone	Email

*Please provide email address for each reference



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CONSUMER REPORT DISCLOSURE

THIS DOCUMENT CONSTITUTES A DISCLOSURE REGARDING THE FAIR CREDIT REPORTING ACT AS IT APPLIES TO YOU

Congress enacted the Fair Credit Reporting Act, in part, to protect consumers by ensuring the accuracy of “consumer reports” and the fairness of the procedures involved in obtaining them. As an applicant for employment with **Second Baptist Church or Second Baptist School**, or as a current employee of **Second Baptist Church or Second Baptist School**, you are a protected “consumer” under the Fair Credit Reporting Act.

Under certain circumstances, as described below, the Fair Credit Reporting Act permits **Second Baptist Church or Second Baptist School** to request a “consumer report” about you from a “consumer reporting agency” and to use the report in evaluating you for employment, promotion, reassignment or retention as an employee.

As defined in the Fair Credit Reporting Act, a “consumer report” is “any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes.” The definitions of “consumer report” include reports based upon information gathered from personal interviews with friends, acquaintances and fellow workers, as well as reports based upon information compiled from public records.

A “consumer reporting agency” is “any person who, for monetary fees, dues, or on cooperative nonprofit basis, regularly engaged in whole or in part the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties.” This definition includes individual investigators, collection agencies and other related agencies.

Under the Fair Credit Reporting Act, **Second Baptist Church or Second Baptist School** cannot request and obtain a “consumer report” about you without your authorization. You also have the right to request that **Second Baptist Church or Second Baptist School** make a disclosure to you regarding the nature and scope of any investigation about you that will involve personal interviews. You must make this request in writing.

After obtaining a “consumer report” about you, if **Second Baptist Church or Second Baptist School** determines not to hire, promote, reassign (or maintain you in your current position), or retain you as an employee based upon the report, you are entitled to certain information before **Second Baptist Church or Second Baptist School** takes such action. **Second Baptist Church or Second Baptist School** must provide you with a copy of the: “consumer report” and a written description of your rights as a “consumer” under the Fair Credit Reporting Act.

I have read the above “notification and understand its meaning.

SIGNATURE OF APPLICANT

SIGNATURE OF WITNESS

PHONE NUMBER OF WITNESS

DATE SIGNED



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CONSUMER REPORT AUTHORIZATION

THIS DOCUMENT CONSTITUTES AN AUTHORIZATION TO OBTAIN A “CONSUMER REPORT” FROM A “CONSUMER AGENCY”

I, _____, have read the disclosure regarding the Fair Credit Reporting Act provided by **Second Baptist Church or Second Baptist School** and understand my rights as a “consumer” under the Fair Credit Reporting Act.

I hereby authorize **Second Baptist Church or Second Baptist School** to obtain any “consumer reports” about me from a “consumer reporting agency” that it deems necessary for employment purposes. I understand that a “consumer reporting agency” may conduct personal interviews in order to gather information about me. I further authorize **Second Baptist Church or Second Baptist School** to use the “consumer reports” in making certain employment-related decisions which may directly and adversely affect me.

I expressly authorize any person associated with any credit reporting agency to release information to **Second Baptist Church or Second Baptist School and or its agents**, including its employees and agents, orally or in writing. I release from any liability and responsibility those working for an organization that releases that organization’s information to **Second Baptist Church or Second Baptist School and/or its agents** and its employees or agents from any liability and responsibility and any person providing requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold **Second Baptist Church or Second Baptist School and/or its agents** and its employees or agents responsible for errors or inaccuracies in the acquisition or transmittal or information pertaining to the verification of my credit history.

SIGNATURE OF APPLICANT

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BACKGROUND CHECK AUTHORIZATION

I expressly authorize any person associated with any law enforcement agency (federal, state or local), or any person who has knowledge of my character and/or criminal record or civil record to release information to **Second Baptist Church and/or its agents**, including its employees and agents, orally or in writing. I release from any liability and responsibility those working for an organization that releases that organization's information to **Second Baptist Church and/or its agents** and its employees from any liability and responsibility, and any person providing the requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold **Second Baptist Church and/or its agents** and its employees responsible for errors or inaccuracies in the acquisition or transmittal of information pertaining to the verification of my background.

PRINT Full Legal Name: _____

PRINT Former Name: _____

Street Address: _____

City, State and Zip: _____

Addresses Last Five Years: _____

STREET CITY STATE ZIP

STREET CITY STATE ZIP

Date of Birth: _____ / _____ / _____

Social Security Number: _____ - _____ - _____

Driver's License Number: _____

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REFERENCE AUTHORIZATION

I hereby authorize Second Baptist School to contact references and prior employers to obtain any and all information related to my past work experience. I expressly authorize any person associated with any law enforcement agency (federal, state or local), or any person who has knowledge of my character and/or criminal record or civil record to release information to **Second Baptist Church and/or its agents**, including its employees and agents, orally or in writing. I release from any liability and responsibility those working for an organization that releases that organization's information to **Second Baptist Church and/or its agents** and its employees from any liability and responsibility, and any person providing the requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold **Second Baptist Church and/or its agents** and its employees responsible for errors or inaccuracies in the acquisition or transmittal of information pertaining to the verification of my background.

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DATE SIGNED