



# 1 Personal Information

The information contained in this application will be kept confidential. It will be disclosed only to those who have a genuine need to know in order to carry out their responsibilities at Westgate Chapel, or as required by law.

Name  Date  /  /  Home Phone  (  )

Address  Work Phone  (  )

City  ZIP  eMail

Birth Date  /  /  Birthplace  Social Security #

Driver's License #  State  Maiden Name

Are you ...  Single  Married  Divorced  Remarried Spouse's Name

Children's Names & Ages

\* If you have lived at your current address less than five (5) years, provide all information on ALL addresses lived at during that period.

Full Address  Dates  from:  to:

Full Address  Dates  from:  to:

\* Please provide info

Employer / Position  Dates  from:  to:

Supervisor  (  )

Phone

Employer / Position  Dates  from:  to:

Supervisor  (  )

Phone

# 2 Church Involvement

- How long have you attended Westgate Chapel? \_\_\_\_\_ How often do you attend? \_\_\_\_\_ Are you a member?  Yes  No
- Which do you attend?  Sunday Services  Westgate Institute  
(please check)  Small Groups (if yes, group leader(s): \_\_\_\_\_)
- If you have discovered your spiritual gifts, please list your top two or three:  
\_\_\_\_\_
- If you know your Network temperament, which is it?  People / Structured  People / Unstructured  
 Task / Structured  Task / Unstructured



### 3 Previous Experience

List **ALL** previous work involving youth or children (**church and non-church**).  
Include where you were involved, in what capacity, how long, and a contact person.

Church or Organization & City	What Capacity & How Long	Contact Name & Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 4 References

Please list four (4) references that have known you at least one (1) year and have a knowledge of your character and qualifications to work with junior or senior high students.

- **Personal Reference** – a friend or associate that is not a relative.

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Home Phone (     ) \_\_\_\_\_ Work Phone (     ) \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Nature of Relationship \_\_\_\_\_ Length of Time Known \_\_\_\_\_

- **Current Church Reference** – church staff, Bible study or ministry leader.

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Home Phone (     ) \_\_\_\_\_ Work Phone (     ) \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Nature of Relationship \_\_\_\_\_ Length of Time Known \_\_\_\_\_

- **Past Church Reference** – church staff, Bible study or ministry leader.

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Home Phone (     ) \_\_\_\_\_ Work Phone (     ) \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Nature of Relationship \_\_\_\_\_ Length of Time Known \_\_\_\_\_

- **Employment Reference** – employer, supervisor or close co-worker.

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Home Phone (     ) \_\_\_\_\_ Work Phone (     ) \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Nature of Relationship \_\_\_\_\_ Length of Time Known \_\_\_\_\_



## 5 Personal Situations

If you prefer, you may choose not to answer the questions on this page, and then you may discuss your answer in confidence with a Church Staff member. Answering yes, or leaving the questions unanswered, will not automatically disqualify an applicant for work with children or youth.

- *Have you ever been convicted of or pleaded guilty to a crime?* (other than minor traffic violations)

Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- *Has there been any abuse (substance, emotional, physical, spiritual, verbal or sexual) in your background?*

Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- *Have you ever been accused, charged, alleged to have or have ever committed any act of neglecting, abusing, molesting or battering any child or adult?*

Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- *Have you ever been diagnosed or treated for a psychiatric disorder?*

Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- *Have you ever had or been concerned that you may have an addiction to alcohol, drugs, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above?*

Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- *Is there any circumstance or pattern in your life which would make it inappropriate for you to serve with minors or could compromise the integrity of Westgate Chapel?*

Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***In order to protect and better serve the church body, our staff reserves the right to conduct background checks on anyone that works with minors at Westgate Chapel.***



## 6 Expectations

**I am committed to ... (please check)**

- a growing, personal relationship with Jesus Christ
- a pure lifestyle that reflects my commitment to Christ and observing the following while serving in Student Ministries:
  - ✓ All staff *should not* watch "R" rated movies with students even with the parent's permission.
  - ✓ Senior High Staff *may* watch a movie rated "PG-13", with students if parental consent is given prior to viewing.
  - ✓ Junior High Staff *may* see a movie rated "PG" with students if parental consent is given prior to viewing.
  - ✓ Staff *must not* meet with a student of the opposite sex by himself/herself.
  - ✓ Staff *must* obey all traffic and civil laws when traveling with students.
  - ✓ Staff are expected to arrive early to all events/programs and to stay as late as is possible.
  - ✓ Staff are expected to use good judgment when taking students anywhere including restaurants, shows, etc.

Failure to comply could result in the immediate removal of staff from the Student Ministries Department. *If you have any questions about an activity you are planning and whether or not it fits into this code, please contact the office beforehand.*

**Please note:** This code is put together to protect our students and the integrity of the ministry, *not* to limit the liberties of our Staff.

- surrendering all of my resources to be used for God's glory.
- developing my spiritual gifts and passions.
- consistently participating (attending) Westgate Chapel worship opportunities.
- being teachable and respectful to the leadership of Westgate Chapel.
- serving with a spirit of humility and teamwork.
- going out of my way to show God's love and acceptance to others.

## 7 Authorization

I am giving my authorization to THE CHURCH (Westgate Chapel, Toledo, OH or its representatives) to verify the information on this form by contacting my references, contacts listed, and any appropriate government agencies. Also, I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state or national. I hereby release all law enforcement agencies from any and all liability resulting from such disclosure.

**X** Signature \_\_\_\_\_ Date \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by Westgate Chapel, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at anytime result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. Should my application be accepted, I agree to be bound by the bylaws and policies of Westgate Chapel, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

**X** Signature \_\_\_\_\_ Date \_\_\_\_\_

**X** Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**X** Please Print Your Full Legal Name: \_\_\_\_\_



**8 Your Spiritual Journey**

Please briefly tell us about your spiritual journey. Include how and when you began your relationship with Christ, if and when you were baptized, what you are doing to grow spiritually, and how you live your faith out in daily life.

*Portions of this application taken from: Church Law & Tax Report, copyright 1998*