

# EMPLOYMENT APPLICATION

Mail the employment application to the address below or return to your local bookstore or conference center.



LIFEWAY CHRISTIAN RESOURCES  
ONE LIFEWAY PLAZA  
NASHVILLE, TENNESSEE 37234-0121

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

**Instructions:** Please print in black ink or type. Complete all information omitting shaded areas.

<b>PERSONAL</b>	Name (Last Name, First, Middle Initial)			Preferred Name		Social Security Number		Date				
	Street Address				Apartment Number		City, State, Zip Code					
	Telephone Number (    )    (    )		Cell or Alternate Phone Number (    )    (    )		E-Mail Address			(✓) any of the following which apply to you: <input type="checkbox"/> 18 or Older <input type="checkbox"/> Member of Southern Baptist Church <input type="checkbox"/> American Citizen <input type="checkbox"/> Eligible to work in U.S.				
<b>POSITION</b>	Position Applying for:			From what specific source did you <u>first</u> learn about this position?				Can you relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Requisition #:											
	Minimum acceptable pay rate: \$ _____		(✓) Type of Work Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary—Hours Available? _____ <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer Staff—Dates Available? _____				Location Preferred: <input type="checkbox"/> Nashville <input type="checkbox"/> Lebanon <input type="checkbox"/> Ridgecrest <input type="checkbox"/> Glorieta <input type="checkbox"/> LifeWay Christian Store at _____					
<b>EDUCATION</b>	Highest Education Level:							If not a High School graduate, do you have a GED certificate?				
	High School: 1 2 3 4 5 6 7 8 9 10 11 12    College: 1 2 3 4    Other: _____							<input type="checkbox"/> Yes <input type="checkbox"/> No				
	SCHOOL NAME, CITY, AND STATE			DEGREE	DATE EARNED OR EXPECTED	CUMULATIVE GRADE POINT AVG.	GRADUATED (Y or N)	MAJOR				
	High School				<del>XXXXXXXXXX</del>							
	College											
	College/Bible Institute											
	Graduate School/Seminary											
Other Professional/Technical School												
<b>MILITARY</b>	Are You Presently Attending School?    If Yes, School Name and Address: <input type="checkbox"/> Yes <input type="checkbox"/> No											
	Professional Organizations											
	Professional License or Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes: Type: _____		Identification Number: _____			Issue Date: _____			Issued By: _____    Exp.: _____	
	Have You Served in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dates of Service (Month and Year) From                      To		Branch of Service		Type of Discharge		Rank Last Held			
Do You Have Reserve or National Guard Obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No				Description of Duties in the Service Including Special Training								
<b>Human Resources Use Only</b>												

**WORK INFORMATION**  
**BEGINNING WITH MOST RECENT EMPLOYMENT,**  
**PROVIDE COMPLETE INFORMATION FOR THE LAST THREE JOBS.**

**PRESENT OR LAST JOB**

Name of Company		Mailing Address		City, State, Zip Code
Phone (     )	Dates Employed (Month and Year) From                      To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
If Presently Employed, May We Contact Your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Now Employed, Why Do You Wish to Make a Job Change? If Not Employed, Reason for Leaving Last Job.		

**PAST WORK EXPERIENCE**

Name of Company		Mailing Address		City, State, Zip Code
Phone (     )	Dates Employed (Month and Year) From                      To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				

Name of Company		Mailing Address		City, State, Zip Code
Phone (     )	Dates Employed (Month and Year) From                      To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor
Position	Skills Used			
Duties You Performed				
Reason for Leaving				

Have you ever been fired or otherwise asked to leave a job?    If yes, please explain:  
 Yes     No

Computer Experience

PC            Software and Programs: \_\_\_\_\_

MacIntosh    Software and Programs: \_\_\_\_\_

Information Technology    Computer Programming Languages and Operating Systems: \_\_\_\_\_

Other Skills

Typing                      \_\_\_\_\_ words per minute                       10 key calculator skill                       Data entry                      \_\_\_\_\_ keystrokes per hour

Foreign Languages you can use *fluently*.                      Have you ever completed a LifeWay application?  
 Yes     No    If so, when? \_\_\_\_\_

How many work days other than planned vacation days have you missed in the past two years?  
 Less than five days                       One to three weeks                       More than three weeks

## PERSONAL INFORMATION

Church Denomination	Name of Church Where You Hold Membership	City and State Where Church Is Located
Name of Church Minister Who May Be Contacted At The Church		Telephone Number
Position		

Church Related Activities:

NOTE: Some positions require that you be an active member of a Southern Baptist Church.

Were You Previously Employed by LifeWay? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates (Month and Year) From                      To	Position	Department	Reason for Leaving
--	--	----------	------------	--------------------

List any relatives or in-laws employed by LifeWay. (Name and relation)

NOTE: A yes answer to the questions below does not automatically disqualify you from employment since the nature of the offense, date, and type of work for which you are applying will be considered.

Have you ever been convicted of a misdemeanor or felony?  Yes  No If yes, please explain:

Have you ever been disciplined or discharged for fighting, theft, assault, or violating safety rules?  Yes  No If yes, please explain:

Have you ever been arrested or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?  
 Yes  No If yes, please explain:

Have you ever signed a non-competition, non-disclosure, or other similar agreement with your current or previous employers?  Yes  No  
If yes, please furnish a copy of the agreement for our review.

## PRE-EMPLOYMENT INFORMATION

Unemployment Insurance—LifeWay Christian Resources is not governed by the Tennessee Employee Security Act and, therefore, does not provide unemployment compensation insurance coverage to its employees.

Tobacco-Free Workplace—In the interest of providing a clean, safe, healthy, working environment, and promoting wellness among all employees, smoking and the use of all other tobacco products are not allowed in any LifeWay building, parking lot, or LifeWay vehicle. This includes Glorieta and Ridgecrest Conference Centers and all retail store locations.

Testing—A battery of tests may be required for applicants to be considered for employment or promotion.

Disability Accommodation—Individuals with a disability who require accommodations to take required tests or perform the position being considered should inform the Human Resources representative in advance so accommodations can be made.

Medical Examination—Certain job classifications may require a medical examination after a conditional job offer has been made and before a potential employee begins work.

Direct Deposit is required for all regular full-time and part-time employees unless not allowed by law.

**PLEASE REVIEW YOUR ANSWERS CAREFULLY BEFORE SIGNING THE STATEMENT BELOW**

**LIFESTYLE CONSIDERATIONS**

Because of the unique and special nature of LifeWay Christian Resources, employees are expected to manifest conduct and actions which project an image consistent with the expressed purpose and mission of LifeWay. Southern Baptist churches have voluntarily given LifeWay a place of influence based upon the values of trust and respect. It is, therefore, imperative employees favorably represent LifeWay.

LifeWay Christian Resources has not only the right, but also the responsibility to do everything possible to ensure the stated purpose and mission of LifeWay continues in its highest tradition and is not harmed or impeded by unacceptable behavior on the part of its employees.

Conduct which brings embarrassment to LifeWay or impedes its credibility with constituents is unacceptable. Conduct or other actions inconsistent with that normally expected of Southern Baptist denominational employees and other Christians are unacceptable. Similarly, conduct or other actions perceived as inconsistent are unacceptable. Examples of such conduct are involvement with alcohol, illegal drugs, pre-marital or extra-marital sex, cohabitation apart from the marriage relationship, homosexuality, and outside interests and pursuits which would normally be considered incompatible with LifeWay's mission.

Consistent with this purpose, LifeWay's policy is to ensure all applicant and employee behavior meets LifeWay's standards of acceptable conduct. As a part of this policy, an individual's current and past conduct is reviewed. Therefore, please respond accordingly to the inquiry below. A yes answer does not automatically disqualify you from further consideration for employment, as each individual's circumstances are reviewed.

**Do you currently have, or have you had, any lifestyle, conduct, or activity which would project an image which could embarrass LifeWay or impede its creditability with its constituents as referred to above?**     Yes     No

**If yes, please explain:**

By my signature placed below, I affirm the information provided in this employment application is true and complete. I understand if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than for payment, at the rate agreed upon, for services actually rendered. I agree to immediately notify LifeWay Christian Resources if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application. I also authorize the company to contact my present employer (unless otherwise noted in this application form), past employers and listed references and other references that might know of my qualifications for employment.

I authorize any person, school, current employer (except as previously noted), past employer(s), physician(s), and organizations who might know of my qualifications for employment to provide LifeWay Christian Resources with relevant information and opinions that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I understand before any employment offer is final, I must successfully pass a drug test. My signature on this application gives consent for this drug test.

I understand and agree, if hired, I may be required to submit to a drug/alcohol test to determine if I am using or under the influence of drugs or alcohol. I also understand and agree, if hired, I may be required to submit to a search of my personal property for drugs, alcohol, weapons, or stolen property on LifeWay property.

I also recognize and agree that LifeWay's telecommunications, networking and information processing systems (including, without limitation, stored computer files, email messages and voice messages) are company property and that my activity and any files or messages on or using any of those systems may be monitored without notice.

I understand this application does not, by itself, create a contract of employment. I understand and agree, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. I understand NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

***This application will be retained for 12 months, then destroyed.*** You may ask for it to be retained an additional six months or reapply if you so desire. If employed, this Employment Application will become part of your permanent file.

LifeWay Christian Resources may have an opportunity to share your application with other Southern Baptist agencies, boards, churches, associations, conventions, etc. Do you give permission for the application to be shared when applicable?     Yes     No

Signature	Date
-----------	------

**SIGNATURE IS REQUIRED FOR APPLICATION TO BE COMPLETE**