



Personnel Information



Program name _____ License number K8

Personnel or Applicant

First name _____ Middle name _____ Last name _____ Social Security number _____

Date of birth _____ All previous names, including aliases and maiden _____

Street address _____ City _____ State _____ ZIP code _____

Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Email _____

Phone number with area code _____ Alternate phone number with area code _____

Education

Do you have a high school diploma, General Education Development (GED) credential, or Licensing approved equivalent? Yes No

When **NO**, are you in the process of obtaining a high school diploma, GED, or Licensing approved equivalent? Yes No

What is the highest grade you have completed: _____

List child care credentials or educational certificates	Expiration date(s)

College

College/university/school _____ Location(s) _____

Degree or credential _____ Major/minor _____ Attendance (MM/YY - MM/YY) _____

First name _____ Last name _____ K8
 License number _____

Graduation date _____ Number of completed semester hours if you did not graduate _____

Previous Child Care Employment

Employer name	Address (city, state, zip code)	Phone	Full or part-time	Dates of employment	
				From	To

Personal References

All applicants for all personnel positions: list at least three non-relative references, with at least two of them from your most recent employers, when applicable.

Name _____ Phone number _____ Relationship _____

Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Name _____ Phone number _____ Relationship _____

Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Name _____ Phone number _____ Relationship _____

Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Background Investigation

 First name Last name K8
License number

Are you required to register under the Sex Offenders Registration Act or Maryland Rippby Violent Crime Offenders Registration Act? Yes No

Do you have pending charges, have you entered a plea of guilty or nolo contendere (no contest); or been convicted of any criminal activity involving gross irresponsibility or disregard for the safety of others; violence against an individual; sexual misconduct; child abuse or neglect; animal cruelty; or possession, sale, or distribution of illegal drugs? Yes No

Signature of Personnel or Applicant

I understand by completing this form a background investigation will occur prior to hire. Yes No

I understand my registration on the Child Care Registry (Restricted Registry) may occur when:

- a background investigation reveals a specified criminal history; or Yes No
- an action against a child in care results in a confirmed or substantiated finding of abuse or neglect. Yes No

I certify the information provided on this form is true and complete.

 Signature of personnel or applicant Date

 Parent's signature when applicant is a minor Date

Program Use Only

Complete during hiring process by owner, responsible entity, director, or primary caregiver:

Date Personnel Information form submitted to Licensing: _____

Form must be submitted to Licensing within 2 weeks of employment

Date **Restricted Registry** search completed: _____

Date **three** reference checks completed: _____

Date **preliminary** criminal history review results received, when applicable: _____

Date **complete** criminal history review results received: _____

 Employment date Position(s) assigned or title

_____ K8
First name Last name License number

Signature of Owner, Responsible Entity, Director, or Primary Caregiver

I understand giving false or incomplete information may result in denial or revocation of my license.

Signature of owner, responsible entity, director, or primary caregiver Date



Dunamis Generation Childcare Center
8720 E. 78th Place
Tulsa, OK 74133

APPLICATION FOR EMPLOYMENT

This Church does not discriminate in hiring or employment on the basis of race, age, national origin, color, sex, handicap, or pregnancy. This policy applies to hiring, training, promotion, salaries, layoffs, transfers, benefits, supervision, compensation, termination, social and recreational programs, and all other aspects of employment.

ALL SECTIONS OF THIS APPLICATION MUST BE FULLY COMPLETED TO BE CONSIDERED FOR EMPLOYMENT. USE "N/A" FOR NOT APPLICABLE IF YOU HAVE NO INFORMATION TO RECORD. PLEASE DO NOT WRITE "SEE RESUME." TYPE OR PRINT CLEARLY.

Position applying for: _____

PERSONAL INFORMATION

Applicant's Full Name: _____
Last First M.I. Maiden Name

Other Name(s): _____
Provide any additional information relative to change of name or nickname necessary to enable a check on your work or school record.

Present Mailing Address: _____
Street City State Zip

Telephone Number: () _____ Alternate: () _____ Work: () _____

Are you 18 years of age or older? Yes No

If hired, can you furnish proof that you are eligible to work in the United States? Yes No

Social Security Number: _____ E-Mail: _____
(Note: Completion of SS number is optional. Omission of social security number on this form will not prohibit employment consideration. Social Security number may be required on other forms prior to employment.)
Date Available: _____

CERTIFICATIONS/LICENSURES

Type: _____ Type: _____
Number: _____ Number: _____
Expiration: _____ Expiration: _____
Endorsement(s): _____ Endorsement(s): _____

If you have been issued an Oklahoma certificate/license, please submit a photocopy. Copy enclosed? Yes No

VALID OUT-OF-STATE CERTIFICATE(S) HELD: If you held a valid teaching certificate from another state – you must enclose a copy of the out-of-state certificate.

State: _____ Type: _____ Valid Date(s): _____

PROFESSIONAL TRAINING

Education: College and/or University Training

	College/University Location	Dates	Degree/Credential	Major	Minor
Undergraduate					
Graduate					

TEACHING EXPERIENCE

List all teaching experience in chronological order. If more space is needed, continue on a separate sheet.

Name	School Division City/County	State	Position Held Grades and/or Subjects Taught (Specify)	Dates Mo./Day/Yr. (From – To)	Total Years	Full Time	Part Time	Personnel Use
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL								

WORK EXPERIENCE

List work experience in chronological order. If more space is needed, continue on a separate sheet.

Employer	City/County	State	Job Responsibility	Dates Mo./Day/Yr. (From – To)	Ending Salary	Reason for Leaving

REFERENCES

It is the applicant's responsibility to submit at least three references and **must include current employer (if employed) or last employer (if unemployed)**. Do not use relatives.

Name	Title	School or Firm	Street Address City, State, Zip	Telephone
Current or last employer				

PERSONAL BACKGROUND

Are you a Christian? Yes No What church do you attend? _____

Are you a regular attendee? Yes No Pastor's name _____

Have you received the infilling of the Holy Spirit with the evidence of speaking in other tongues? Yes No

Are you acquainted with this ministry? Yes No How? _____ Do you smoke? Yes No

Have you ever been suspended, discharged, or requested to resign from a position? (If yes, explain below) Yes No

Have you ever had a certificate or license revoked or suspended? (If yes, explain below) Yes No

Explanation, if required _____

CRIMINAL HISTORY

Have you ever entered a plea of guilty or nolo contendere to a state or federal felony charge? Yes No

Have you ever been convicted of a state or federal felony offense? Yes No

Have you ever been charged with a state or federal felony offense that was reduced to a misdemeanor offense which you entered a plea of guilty or nolo contendere? Yes No

Have you ever entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? Yes No

If yes to any of the above, complete the following:

Type of Violation	Date	Place (City, State)

PROOF OF EMPLOYABILITY, BACKGROUND CHECK, DRUG/ALCOHOL TEST, TB TEST

Any applicant chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of verification of employment eligibility in the United States pursuant to Form I-9 of the U.S. Department of Justice. Any offer of employment, oral and written, is contingent on Dunamis Generation Childcare Center verification of credentials and references, an acceptable criminal background, and a clean drug/alcohol test.

I certify that the statements in this application are true, complete, and not misleading to the best of my knowledge, and I authorize investigation of all statements contained herein. I hereby release from all liability any persons or organizations furnishing such information. I understand that I will be subject to disqualification or dismissal if any statement in this application is found to be untrue.

Signature of Applicant

Date



Statement of Understanding

Dunamis Generation Child Care Center is a Christian daycare representing Jesus Christ throughout the community. Dunamis Generation Child Care Center requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. Employees must exemplify the teaching of the Word of God in their lives. An employee is expected to demonstrate a teachable spirit, an ability to share love for children and others. Commit to follow the Matthew 18 principle when an issue arises with fellow employees or management. Employees acknowledge that the unique roles of male and female are clearly defined in Scripture (Romans 1:21-32, 1 Cor. 6:9-20). Personnel will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from employment. There are additional grounds whereby an employee may be dismissed from Dunamis Generation Child Care Center. It is the goal of Dunamis Generation Child Care Center that each employee will have a lifestyle committed unto God (Colossians 1:8). Dunamis Generation Child Care Center hires born again Christians that exemplify the teaching of the Word of God in their lives. This includes, but is not limited to, refraining from sexual relations outside of marriage, pregnancy outside of marriage, and cohabiting. They are to be serving the Lord in every aspect of their life. Dunamis Generation Child Care Center is a smoke-free zone.

Print Name _____

Signature _____

Date _____



The following are the core beliefs of Zion's Gates Ministries/Dunamis Generation Childcare Center based on the foundational truths taught in the bible. All of our teaching and ministry is rooted in and flows out of these biblical doctrines. As an employee of DGCC I can attest that my beliefs are in unity with these core beliefs.

The Bible

The Bible (both Old and New Testaments) is divinely inspired and is the revealed word and will of God. We claim the basic tenet of Sola Scriptura, meaning the Bible alone is the source of doctrinal authority.

God

There is one eternally existing God who has three distinct persons: God the Father, God the Son, and God the Holy Spirit. He is the creator of all that exists, both visible and invisible, and is therefore worthy of all glory and praise. God is perfect in love, power, holiness, goodness, knowledge, wisdom, justice, and mercy. He is unchangeable and therefore is the same yesterday, today, and tomorrow.

Jesus Christ

God has revealed himself to us through his son, Jesus Christ, who is the visible image of the invisible God. We believe in the deity, incarnation, and birth of our Lord and Savior Jesus Christ.

Mankind

Humans, both male and female, were created in God's image for His glory. The first humans, Adam and Eve, were created without sin and appointed as caretakers of the rest of God's creations.

The Fall

When Adam and Eve chose not to obey God, they ceased to be what they were made to be and became distorted images of God. This caused them to fall out of fellowship with God, and fractured all of creation ever since that time.

Salvation

Jesus Christ came to reconcile us with God. He lived a life without sin and willingly died on the cross to pay the penalty for our transgressions. God raised him from the dead and seated Him at His own right hand where He now, by grace, offers as a free gift eternal life to all who follow Christ, by faith, as their Lord and Savior. That is why salvation can be found in Christ alone.

Baptism

We believe in water baptism. We also believe in the baptism of the Holy Spirit with the evidence of speaking in tongues, in the gifts of the Spirit, and the evidence of the fruits of the Spirit.

The Church

The Church is meant to be the visible body of Christ, sent into the world to glorify God and proclaim the gospel of Jesus Christ.

Sanctification

Sanctification and personal holiness are essential to a relationship with God. Jesus Christ will return to judge all according to the commands established in his Word.

Resurrection

Jesus Christ is returning one day to judge both the living and the dead and to usher in the fullness of God's kingdom on earth.

Signature _____ Date _____