

TEEN CENTRAL

Employment/Volunteer Application Form

Teen Central is an equal opportunity agency, dedicated to a policy of nondiscrimination in employment or volunteer positions on any improper basis including race, color, age, sex, national origin, marital status, or physical or mental handicap.

Because we are a Christian ministry, we have added to this application, specific questions which relate to personal experience and Christian ministry background.

We reserve the right to hire or approve for volunteer service only individuals who have a vital Christian experience and are growing disciples of Jesus Christ. We also believe that any person applying for a position at Teen Central, OYS, Inc. must have a desire to share the good news of Jesus Christ and a sense of calling to youth ministry, especially to disconnected, at-risk teens.

PERSONAL INFORMATION

Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____

Phone: Days (____) _____ Evenings (____) _____

Date of Birth ____/____/____ Social Security Number _____

Marital Status: _____ Married _____ Single

Hobbies/Interests: _____

Person to be notified in case of emergency:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (home) (____) _____ (work/cell)(____) _____

Name of Current Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone # _____ Length of employment at this company: _____

Other work experience: _____

High School attended _____ Year graduated _____

College or other school _____ Year graduated _____

College Major _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, immorality, or any other type of crime? _____ YES _____ NO

Have you been involved with any of the following in the past year? – check all that apply

___ Abuse of alcohol ___ Illegal drug use ___ Gang-related activities ___ A cult or the occult

CHRISTIAN LIFE INFORMATION

Name the Church in which you currently participate:

Church Name: _____

Address: _____ City: _____ Zip: _____

Pastor's Name: _____ Phone Number: _____

Who is Jesus Christ to you? _____

Give a brief, concise description of your personal testimony including indications of background, conversion, and present faith walk.

What is the significance of the Bible to you? _____

How do you believe a person comes to salvation? _____

List any Christian ministry experience you have had including volunteer service and give a brief description: (Include church and youth involvement)

VOLUNTEER REFERENCE:

Please list the name of an individual whom Teen Central can contact for reference. Do not use family members or pastors. Suggestions would be an individual with whom you have worked in other ministries or a teacher/leader who know your gifts and ministry work history.

Spiritual Reference:

Name: _____ Relationship: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone #: (____) _____ How long has person known you? _____

Professional Reference:

Name: _____ Relationship: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone #: (____) _____ How long has person known you? _____

A criminal background check and Child abuse clearance is required. The Director will give you the forms to fill out.

Employment/Volunteer Statement:

As a potential employee or volunteer, I recognize, understand, and adhere to the moral and ethical standards revealed to us through the Holy Scriptures. I further declare that with regards to my personal, moral, and ethical character and conduct as of this date, I am not engaged in inappropriate conduct towards minors, nor do I have inclinations toward such conduct. I further state the information contained in this application is true and correct to the best of my knowledge, information, and belief. I authorize any references or churches listed in this application to provide any information (including opinions) that they may have regarding my character and fitness for children or youth work. I have read, understand and will comply with the Employee/Volunteer Handbook. (Copies available from Director) **I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.** Further, my signature on this form confirms my understanding and agreement that: (1) in the event allegations of criminal or sexual misconduct arise regarding my conduct while I serve in any volunteer or employment capacity, Teen Central will have the right to announce the facts/results of same publicly if deemed necessary or appropriate by the CEO or board of directors.

Signature: _____ Date: _____

Personal Conduct

Teen Central is a nonprofit organization and is substantially supported by local churches and friends. More importantly, our organization is a community of believers who have joined together to meet the emotional and spiritual needs of the teens of our community. Our organization promotes behavior consistent with the Scriptures. Consequently, when joining Teen Central staff, you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in the policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards.

As representation of Teen Central, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees. Violations of the standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

- God's work teaches us that certain attributes are desired, including: love, joy, peace, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-24). These attributes are to be sought, encouraged and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided, including: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior and premarital sex), drunkenness and immodesty of dress. (Rom. 1:24-32, I Cor. 6:9-11, Eph. 4:29)
- Teen Central recognizes that danger of one's physical and psychological well-being in the use of certain products. Therefore, employees are to refrain from the use of tobacco in any form, hallucinogenic drugs and substances or narcotics not authorized by a physician. (I Cor. 3:16-17, Rom. 12:1 and Gal. 5:19-21)
- If a conflict arises between individuals, the offended party should discuss the matter directly with the offender. (Matt. 18:15-17)

Code of Ethics

Teen Central expects its employees and volunteers to adhere to the highest legal and ethical standards. Upholding high standards requires that we act responsibly and conduct ourselves honestly and ethically at all times. We will employ good judgment, common sense, respect, and the highest level of integrity in relationships with students, parents/sponsors, suppliers and our fellow employees and volunteers.

Certain actions and behaviors cannot be tolerated because they are wholly inconsistent with our mission and sacred values, or could result in jeopardizing the best interest or reputation of Teen Central. These actions and behaviors constitute serious misconduct and necessitate disciplinary action. Disciplinary action, up to and including dismissal from employment, or volunteer position may result for any of the following actions:

1. Use, sale, possession or working under the influence of illegal drugs or alcohol.
2. Inappropriate conduct or abuse of a sexual, physical or psychological nature.
3. Theft, damage, concealment, unauthorized possession, or misuse of any property belonging to or in the care of Teen Central.
4. Commission of a misdemeanor or felony.
5. Unauthorized possession of firearms, explosives or other lethal weapon.
6. Falsification of records and reports including employment documents.
7. Threatening, intimidating, or coercing another employee or youth by work or deed.
8. Unauthorized disclosure of confidential information.
9. Other acts not specified, but which are inconsistent with our mission and sacred values.

For official use only:

Interview

Notes:

This volunteer has been interviewed by the Executive Director and is approved to begin volunteering at Teen Central.

Executive Director's Signature

Date

OUR MISSION

The mission of TEEN CENTRAL is to proclaim a life of purpose and hope to each generation of youth, through Jesus Christ, by providing positive activities, mentoring relationships, and promoting social, intellectual, emotional, and spiritual growth.

TO ACCOMPLISH OUR MISSION, WE: 1. Provide a safe and attractive youth facility, known as TEEN CENTRAL, where volunteers and staff can encounter our community's youth and carry out the mission. 2. Engage Christian volunteers as staff, mentors, and positive role models. 3. Provide social events that foster positive relationships and healthy behavior. 4. Provide life skills training and spiritual input sessions.

CORE VALUES

Faith

We hold an uncompromising allegiance to Jesus Christ and the Word of God through whom we receive direction, provision, and motivation to proclaim His truth.

INTEGRITY

We strive to do the right thing, act honestly and build trust in all that is done.

LOVE

We have the mind of Christ which calls us to care for the needs of others, extend compassion, and serve unselfishly.

ACCOUNTABILITY

We operate in good standing with the Bureau of Charitable Organizations.
Our Board of Directors maintains accurate and open disclosure of all programming and finances.

EXCELLENCE

We strive to offer our best service, as unto the Lord. We place value on education and training of our staff. We endeavor to provide a holistic ministry approach.

STATEMENT OF FAITH

*We believe in one God eternally existing as Father, Son, and Holy Spirit.

*We believe that God has revealed Himself in the Scriptures of the Old and New Testaments, the inspired word of God, and supremely in his Son, the Lord Jesus Christ.

*We believe that in the beginning, God created all things by His son, He made man in His divine image and likeness.

*We believe that man fell into sin, bringing depravity and death upon the race; that as sinner, man is self-centered and self-willed, unwilling and unable to break with sin.

*We believe that there is one Mediator between God and man, the Man Christ Jesus, who died to redeem us from sin and arose for our justification.

*We believe that salvation is by grace through faith in Christ, a free gift bestowed by God on those who repent and believe.

*We believe that the Holy Spirit convicts of sin, affects the new birth, gives guidance in life, empowers for service, and enables perseverance in faith and holiness.

*We believe that the Church is the Body of Christ, the community of the redeemed, a disciplined people obedient to the Word of God, and a fellowship of love, intercession, and healing.

I agree to adhere to the mission, core values, and statement of faith as a spiritual leader at Teen Central.

Signed; _____