



2360 7th Ave E #3  
West Fargo, ND 58078  
701.373.7840  
www.tenderhearts.org

## Application for Employment

### **CONTACT INFORMATION**

2360 7TH AVE E #3, West Fargo, ND 58078 // 701.373.7840  
tenderhearts@perrycenter.org // www.tenderheartswf.org

### **EMPLOYMENT APPLICATION INFORMATION**

It is the policy of The Perry Center dba Tender Hearts to provide equal opportunity in employment to all applicants. Qualified applicants receive consideration based on qualifications for the position, without regard to race, color, sex, national origin, marital status, veteran status, or disability. As a religious organization, this ministry is permitted and reserves the right to prefer employees based on religion (Title VII, Sections 702 and 703, Civil Rights Acts of 1964). Employment Tender Hearts nature, which means that the employee may resign at any time and the employer may discharge an employee at any time with or without cause.

The Perry Center dba Tender Hearts is a non-profit 501(c)3 corporation. Tender Hearts feels that its employees are representatives of a Christian ministry in both work and private life. Tender Hearts desires that each employee strives toward living a life that is exemplary of a personal relationship with Christ and believes in the Statement of Faith.

### **EMPLOYEE STANDARDS**

The Scripture is clear that there are certain precepts and principles that are considered absolutes in moral and ethical behavior. In other areas in which there are differences of opinion, the Bible provides guidelines for behavior. Tender Hearts desires that each of its employees is governed by Biblical precepts both at and away from the workplace and manifests the life of Christ in conduct and attitudes. Practices such as stealing, drunkenness, drug use, gossiping, dishonesty, gambling, occult involvement, pro-abortion views, and/or participation in abortion, murder, premarital sex, adultery, and homosexual behavior are not in line with the philosophy of this ministry. (Galatians 5:22) In contrast, we believe the life of the believer is to exemplify the fruit of the Spirit to those we serve. They should demonstrate love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (Galatians 5:22)

Tender Hearts believes church membership and participation is essential to one's growth as a believer in the Lord Jesus Christ.

Tender Hearts also desires that employees be active members in good standing with a church that teaches the Lordship of Jesus Christ and teaches the inerrant Word of God. "And let us consider how to stimulate one another, and all the more, as you see the day drawing near." (Hebrews 10:24-25)

Tender Hearts believes that achieving excellence in work is the reasonable service of a Christian in the workplace. It is by Scriptural admonition and principle that we accomplish our work to the best of our abilities. Some of the Scriptural applications to performance standards in the ministry are the following: Serving the Lord through our work (Colossians 3:23), Recognizing the source of our strength (1 Peter 4-11), slothfulness is reprov'd (Proverbs 12:24, 27), discipline is profitable (Proverbs 12:1) and excellence is commendable (Proverbs 22:29).

The spirit of the ministry performance standards are found in these as well as other Scriptural examples and will be employed in performance evaluations. Performance standards also apply to the qualifications and skills of the employee as they relate specifically to job requirements.

As one can determine from the foregoing, performance standards are based on Scriptural instruction, personal attitude, and reasonable expectations in job skills and abilities.

Certain rules and guidelines are necessary for the proper functioning of a community that may not apply to individuals. Since we are committed to honor Christ and to love one another, employees of Tender Hearts freely assume certain regulations governing personal behavior. In addition to those statements above, others are stated in the Employee Policy Manual.

## **STATEMENT OF FAITH**

**We believe** the Bible to be the only infallible, authoritative Word of God.

**We believe** that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.

**We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and His return to power and glory.

**We believe** that for the salvation of lost and sinful man, acceptance of Jesus Christ is essential.

**We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

**We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost into the resurrection of damnation.

**We believe** in the spiritual unity of believers in our Lord Jesus Christ.

## **PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last, Middle Initial, First

Address: \_\_\_\_\_  
Street, City, State, Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you atleast 18 years of age?      Yes      No

Are you legally eligible for employment in the United States?      Yes      No

Have you been convicted of a felony?      Yes      No  
If yes, please explain.

When would you be available to begin employment?

Which days and times would you be able to work?

Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Afternoon		Full Time	Part Time

How did you hear about our ministry?

Describe your faith and journey to follow Christ.

Describe any church or ministry involvement.

Describe any experience you have working with children.

What could you contribute to our ministry?

What are you passionate about?

How would working at Tender Hearts serve your future personal and professional goals?

Is there anything else you would like to share which may be helpful to us in considering your application?

**EMPLOYMENT HISTORY**

Employer		Phone Number	
Address (Street, City, State, Zip)		Supervisor	
Job Title	Starting Wage	Ending Wage	
Responsibilities			
Employed From:	To:	Reason for Leaving	
May we contact for a professional reference?		Yes	No
Employer		Phone Number	
Address (Street, City, State, Zip)		Supervisor	
Job Title	Starting Wage	Ending Wage	
Responsibilities			
Employed From:	To:	Reason for Leaving	
May we contact for a professional reference?		Yes	No

## EMPLOYMENT HISTORY CONTINUED

Employer		Phone Number	
Address (Street, City, State, Zip)		Supervisor	
Job Title	Starting Wage	Ending Wage	
Responsibilities			
Employed From:	To:	Reason for Leaving	
May we contact for a professional reference?		Yes	No

## EDUCATION

High School		Location (City, State)	
Years Completed	Field of Study/Degree		
College		Location (City, State)	
Years Completed	Field of Study/Degree		

## INTERESTS AND EXPERIENCE

Please check all that apply.

Active Play	Dramatic Play	Math & Science	Prayer
Art	Facility Repairs	Meal Preparation	Preschoolers
Behavior Guidance	Fundraising	Music	Sign Language
Bible Stories	Health & Wellenss	Organization	Technology
Cleaning	Infants	Outdoor Play	Toddlers
Conferences	Literacy	Parent Communication	Toilet Training

## PROFESSIONAL REFERENCES

Email		
Name	Telephone Number	Years Known
Email		
Name	Telephone Number	Years Known
Email		

## EMERGENCY CONTACT

In case of emergency contact:	Relationship
Home Phone	Work Phone

## APPLICANT'S STATEMENT

The information provided in this employment application is true, correct, and complete to the best of my knowledge. If employed, I understand that any misstatement or omission of fact on this employment application may result in my dismissal and that I have the right, as does Tender Hearts, to terminate employment at any time, with or without notice. I authorize Tender Hearts to conduct a background check, contact previous employers and professional references, and disclose applicable information about me in the process. I am in agreement with the employee standards and statement of faith established by The Perry Center dba Tender Hearts.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_