

## SAMPLE APPLICATION FORM

To use with Church Personnel  
who work with Children or Youth

**INSTRUCTIONS:** Please complete all of the questions accurately and fully. Attach additional sheets if needed.

Position applied for:

Today's date:

### PERSONAL DATA

Name:

Street address:

City: State: Zip:

How long at current address:

Home phone: Work phone:

Best time to contact you:

Email address:

Driver license state & number (only required if applicant will be transporting youth):

Social Security number (only required when a full background check is to be run):

Only required if applicant seeks a paid position: Are you legally eligible to work in this country?

Yes  No

*Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.*

Please list your addresses in the past seven years:

What interests you about the position for which you are currently applying? (Attach additional sheet if needed)

What has prepared you for the position for which you are currently applying? (Attach additional sheet if needed)

## EMPLOYMENT HISTORY

Please provide the following information for your current and each of your prior employers covering the past TEN years. Attach additional pages if needed.

### CURRENT EMPLOYER

Company name:

Address:

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

**PREVIOUS EMPLOYERS** (Provide information separately for each employer going back 10 years. Attach additional pages if needed.)

Company name:

Address

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving position:

**NO WORK HISTORY OR GAP IN HISTORY:** if you have no work history or there is a gap in your work history, please explain. Attach a separate page if needed.

**VOLUNTEER EXPERIENCE** Include all experience working with children or youth. Provide information separately for each organization. Attach additional pages if needed.

Organization:

Contact:

Phone:

Duties:

Dates: from \_\_\_\_\_ to \_\_\_\_\_

**EDUCATIONAL HISTORY** Provide information separately for each school or institution. Begin with the last school or institution you attended and work backward to college, or, if you did not attend college, high school. Attach additional pages as needed.

Name of school:

Address:

City: State: Zip:

Type of school:

Name of program or degree completed:

### **PROFESSIONAL/CIVIC REFERENCES**

Name:

Address:

City: State: Zip:

Daytime phone:

How long have you known this person?

Relationship to you:

Name:

Address:

City: State: Zip:

Daytime phone:

How long have you known this person?

Relationship to you:

**PERSONAL REFERENCES**

*(Cannot be a family member or member of the parish)*

Name:

Address

City State Zip

Daytime phone:

How long have you known this person?

Relationship to you:

Name:

Address:

City State Zip

Daytime phone:

How long have you known this person?

Relationship to you:

**FAMILY REFERENCES**

Name:

Address

City State Zip

Daytime phone:

How long have you known this person?

Relationship to you:

Name:

Address:

City State Zip

Daytime phone:

How long have you known this person?

Relationship to you:

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?

Yes  No

If yes, please explain on an attached page.

## **CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH**

Read and initial each item to signify your agreement to comply with the statement.

\_\_\_\_\_ I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

\_\_\_\_\_ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

\_\_\_\_\_ I agree to comply with the expectations of conduct and behavior set out and defined in the Policies for the Protection of Children and Youth.

\_\_\_\_\_ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

\_\_\_\_\_ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the Policy for the Protection of Children and Youth.

\_\_\_\_\_ I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

## **ACKNOWLEDGMENT, RELEASE AND SIGNATURE**

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize the Episcopal Diocese of Western North Carolina and the parish to which I am making this application to request and receive such information.

If hired or chosen, I agree to be bound by The Episcopal Diocese of Western North Carolina's policies and procedures, including but not limited to its Policies for the Protection of Children and Youth as well as the Code of Conduct. I understand that these may be changed, withdrawn, added to or interpreted at any time at the Diocese's sole discretion and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Diocese, my parish, or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and my parish for either employment, volunteering or the providing of any benefit.

I have read and understand the above provisions.

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Print Full Name

Date

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Sign Name