

FIRST GRACE UNITED CHURCH OF CHRIST

Employment and Volunteer Application



APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Hourly Wage:
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references. (2 professional and 1 personal)</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

THERE IS A POSSIBILITY YOU WILL WORK WITH OR AROUND CHILDREN. IF YOU DO HAVE OR DO NOT HAVE

WORK EXPERIENCE WITH CHILDREN PLEASE ANSWER THE FOLLOWING QUESTIONS.

Please list two strengths that you possess when working with children:

Please list two weaknesses that you possess when working with children:

Summarize the skills and talents you bring to the position you are applying for:

Summarize the skills you would like to learn from this position:

The United Church of Christ and Christian Church (Disciples of Christ) are committed to protected children and other vulnerable individuals from sexual and physical abuse. Have you ever been convicted of a crime involving sexual or physical abuse of any kind? (Exclude convictions that have been sealed, expunged, pardoned, legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state).

Yes ___ No ___

If yes, please briefly describe the nature of the crime(s), the date and place of conviction, and the legal disposition of the case. The Church will not deny a position to any applicant solely because the person has been convicted of a crime. The Church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.

I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual, physical and/or child abuse.

Yes ___ No ___

If no, give a short explanation. (Please indicate the date of termination, name, address, and telephone number of employer or volunteer supervisor; and nature of incident (s).

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes ___ No ___

If yes, please provide a brief explanation.

Please indicate your age range: 14-15 16-18 19+

Would you find it to be a conflict of your personal religious beliefs to teach the Christian Faith to persons engaged in the program? yes no

The covenants between persons seeking employment or sanctioned volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission given in this Disclosure form and/or during the interview (s) may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill, regardless of when misrepresentation or omission is discovered. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees or volunteers and the church they seek to serve. To that end, I authorize First Grace United Church of Christ and/or their agent to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character.

First Grace's hiring and authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize First Grace United Church of Christ and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes. I understand that First Grace United Church of Christ will share with me information it has gathered about me, if I so request.

Date Signed: _____ Signature: _____