

# FRIEDENS UNITED CHURCH OF CHRIST

## APPLICATION FOR EMPLOYMENT OR TO VOLUNTEER AND AUTHORIZATION AND RELEASE FOR BACKGROUND CHECK

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Note:** This form is to be completed by all paid employees, and also any volunteers handling the offerings or finances of Friedens United Church of Christ. The information provided will be kept confidential and used only by authorized personnel.

### Please answer each question.

Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons. Circle **Y** for yes or **N** for no. You may use the back of the paper for explanations or you may attach extra pages.

### Applicant Identification

Name \_\_\_\_\_  
Last First Middle

**Y N** Have you used any other names? If yes, please list complete name and dates of use on the reverse side of this application.

Present  
Address \_\_\_\_\_  
Street City State Zip

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

On what date would you be available? \_\_\_\_\_

### Disciplinary and Legal Background

**Y N** As a church employee, or volunteer handling offerings or finances, do you agree to observe all guidelines, bylaws, and policies of Friedens?

**Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, and any other relevant information.

**Y N** Have you ever been subjected to expulsion, reprimand, or other discipline by a church,

denomination, or other organization? If so, please describe the circumstances and provide the name and address of the church, denomination, or religious organization involved.

**Y N** Have you ever been disciplined or dismissed from employment or a volunteer position by any employer, including charitable and religious organizations? If so, please describe the circumstances and the name and address of the employer, or charitable/religious organization.

**Y N** Have you ever been the subject (Defendant) of a civil lawsuit involving fraud, perjury, conversion, or intentional injury to a person or property? If so, please describe the circumstances and provide the county, state and cause number where the litigation occurred.

**Y N** Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you?

**Y N** Do you have any investigation, review or disciplinary action pending by an employer, organization in which you volunteered, licensing authority, or professional association?

**Church Activity**

List other churches you have attended over the past five years.

<i>Church Name</i>	<i>Telephone</i>	<i>Contact</i>	<i>Years Attended</i>
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Name of church of which you are (check one): \_\_\_\_\_

\_\_\_\_ a member currently      \_\_\_\_ most recently  
\_\_\_\_ I have never been a member of a church before.

If a member of Friedens United Church of Christ, how long have you been attending? \_\_\_\_\_

List gifts, callings, training, education, or other factors that may have prepared you for work with children and youth. Use a separate sheet of paper if needed.

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**Employment History**

Identify all employers for whom you have worked in the last ten (10) years. Include part-time and temporary employers. Start with your most recent employer. Attach an additional sheet if necessary.

<i>Employer Name &amp; Supervisor's Name</i>	<i>Area Code &amp; Phone Number</i>	<i>Title &amp; Duties</i>	<i>Dates Employed</i>	<i>Reason for Leaving</i>
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Please describe your activities during any gaps in employment in excess of three months. Do not include leave or time off due to illness or medical treatment.

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**References**

<i>Name</i>	<i>Address &amp; Telephone</i>	<i>Years Known/Relationship</i>
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**Applicant's Statement**

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me. I SPECIFICALLY AUTHORIZE THE RELEASE OF CRIMINAL RECORDS FROM THE INDIANA STATE POLICE AND OTHER LAW ENFORCEMENT AGENCIES.

In consideration of the receipt and evaluation of this application by Friedens United Church of Christ, I hereby release Friedens United Church of Christ and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to the mission and ministry of Friedens United Church of Christ that all employees and volunteers conform to the highest standards of safety and protection, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Friedens United Church of Christ ministry policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all in the discretion of the church.

My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, Friedens United Church of Christ may determine that I am no longer qualified to be associated with its programs as a church worker, employee, or volunteer in any capacity.

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

Print Name \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

*To be witnessed by a church staff member*