

SAMPLE APPLICATION FORM

APPLICANT INFORMATION

Last Name:	First Name:	M.I.:
Street Address:	City:	
State:	Zip Code:	
How long have you lived at this address?		
Email Address:	Phone:	
Social Security #:	Best time to reach you:	
Date Available:	Position Applied For:	

EDUCATION HISTORY

Name of School:
Address:
Dates Attended:
Did you graduate?
Degree Earned:
Name of School:
Address:
Dates Attended:
Did you graduate?
Degree Earned:

Name of School:

Address:

Dates Attended:

Did you graduate?

Degree Earned:

EMPLOYMENT HISTORY

Current Employer:

Address:

City/State/Zip:

Immediate Supervisor's Name:

Immediate Supervisor's Phone #:

Position Held:

Work Status: Full-Time Part-Time

Dates of Employment:

May we contact your previous supervisor for a reference? Yes No

Reason for Leaving:

Previous Employer:

Address:

City/State/Zip:

Immediate Supervisor's Name:

Immediate Supervisor's Phone #:

Position Held:

Work Status: Full-Time Part-Time

Dates of Employment:

May we contact your previous supervisor for a reference? Yes No

Reason for Leaving:

Previous Employer:

Address:

City/State/Zip:

Immediate Supervisor's Name:

Immediate Supervisor's Phone #:

Position Held:

Work Status: Full-Time Part-Time

Dates of Employment:

May we contact your previous supervisor for a reference? Yes No

Reason for Leaving:

Previous Employer:

Address:

City/State/Zip:

Immediate Supervisor's Name:

Immediate Supervisor's Phone #:

Position Held:

Work Status: Full-Time Part-Time

Dates of Employment:

May we contact your previous supervisor for a reference? Yes No

Reason for Leaving:

VOLUNTEER EXPERIENCE – Include all experience working with children, youth or vulnerable adults. Attach additional sheet(s), if necessary.

Organization:

Contact:

Phone:

Duties:

Dates (from/to):

Organization:

Contact:

Phone:

Duties:

Dates (from/to):

Organization:

Contact:

Phone:

Duties:

Dates (from/to):

Organization:

Contact:

Phone:

Duties:

Dates (from/to):

POSITION

What position are you applying for?

What interested you in the position?

What skills/gifts do you have that you can bring to the position you are applying for?

List any special skills, licenses, certifications, etc. that you have earned that would be helpful in this position?

Are you legally eligible to work in this country? ___Yes ___No

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

REFERENCES

1. _____ Personal Reference _____ Professional Reference

Name:	E-mail:
Address:	Phone:
City, State Zip:	Relationship to you:
How long have you known this person?	May we contact this individual as a reference?

2. _____ Personal Reference _____ Professional Reference

Name:	E-mail
Address:	Phone:
City, State Zip:	Relationship to you:
How long have you known this person?	May we contact this individual as a reference?

3. _____ Personal Reference _____ Professional Reference

Name:	E-mail:
Address:	Phone:
City, State Zip:	Relationship to you:
How long have you known this person?	May we contact this individual as a reference?

ACKNOWLEDGEMENT OF POLICY FOR THE PROTECTION OF CHILDREN, YOUTH AND VULNERABLE ADULTS

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, youth, and vulnerable adults involved in church/organization activities and services.

____ I agree not to physically, sexually or emotionally abuse or neglect a child, youth, or a vulnerable adult.

____ I agree to comply with the Policy for the Protection of Children, Youth and Vulnerable Adults.

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

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

____ I understand that the church will not tolerate abuse of children, youth, or vulnerable adults and I agree to comply in spirit and in action with this position.

RELEASE & 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 _____ [church or organization] to request and receive such information.

If hired or chosen, I agree to be bound by _____ [church's or organization's] policies and procedures, including but not limited to the Policy for the Protection of Children, Youth and Vulnerable Adults. I understand that these may be changed, withdrawn, added to or interpreted at any time at the _____ [church's or organization'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 _____ [church or organization] 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 _____ [church or organization] for either employment, volunteering, or the providing of any benefit.

Signature: _____ Date: _____