

Employee/Volunteer Application and Disclosure Form



First United Church – Bloomington, Indiana

Personal Information			
Name (Last, First, Middle)			
Previous names used as an adult (if applicable)			
Street Address			
City, State, Zip Code			
Date of Birth		Social Security Number	
<p>Why do you need my date of birth and Social Security Number? The company that we work with, LexisNexis Screening Solutions, requires these two things to identify you. Unfortunately, we are unable to do a background check without these two pieces of information.</p> <p>What are we doing to keep these safe? After you give us these numbers, two people will see them in the process of doing the background check. After that, the numbers are blacked out and all of your information is locked up.</p>			
Phone			
E-Mail Address			
Name of church I am currently attending:			
I have been associated with this church since:			
<p>If you have been at First United less than five years, please list name, address, phone, and a personal reference of any church you have been affiliated with in the past 5 years.</p> <p>If you have not previously attended a church, please list any other non-profit organizations where you volunteered or were employed.</p>			

Background Information

Please list all states/countries you have lived in and the approximate years you lived there.
Example: Indiana (2000-present); Zaire (1995-2000); Ohio (1962-1995)

Do you have a valid driver's license?	Yes	No
With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.	True	Not True

I have never been found guilty, or pled guilty or no contest, to a criminal charge.	True	Not True
If not true please give a short explanation of the charge. Please include the date, nature and place of the incident leading to the charge; where the charge was filed; and the precise disposition of the charge.		

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse, child abuse, or financial misconduct has ever resulted in a judgment against me, been settled out of court, or been dismissed because the statute of limitations has expired.	True	Not True
If not true please give a short explanation of the lawsuit. Please include the date, nature and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.		

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 discrimination, harassment, exploitation, or misconduct; physical abuse, child abuse, or financial misconduct.	True	Not True
If not true please give a short explanation. Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.		

Emergency Contact Information	
Name	
Relationship to Applicant	
Street Address	
City, State Zip Code	
Phone	

Covenant and Signature

The covenants between persons seeking employment or sanctioned volunteer positions in the church require honesty, integrity, and truthfulness. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position(s) I am seeking to fill. I acknowledge that it is my duty to amend the responses and information I have provided if I come to know that the information was incorrect when given or, though accurate when given, the information has changed.

Beginning such relationship with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees or volunteers and the church they serve. To that end, I authorize First United Church and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, churches, organizations, 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. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.

As part of the employment/volunteer process, First United Church – Bloomington, Indiana, may obtain an in-depth criminal history background check and a personal reference check, which I understand may include information regarding my character, general reputation, or personal characteristics.

I have read over and had the opportunity to ask questions about the “Sexual Exploitation, Ministerial Conduct, and Youth Protection Policy” of First United Church. My signature below asserts that I agree to abide by the guidelines set forth in the policy.

LexisNexis Screening Solutions Authorization

During the application process and at any time during the tenure of my employment or volunteer position with First United Church, I hereby authorize First United Church to procure an in-depth criminal history background check and personal reference check which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, credit bureaus, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

First United Church’s hiring and volunteer recruitment process involves distribution of information regarding applicants with those person in a position to recruit, secure, and supervise the position(s) I am seeking to fill. To that end, I authorize First United Church 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 United Church will share with me information it has gathered about me upon my request

Name (printed)		Guardian Name (for applicants under 18)	
Signature		Signature	
Date		Date	

STOP: You do not need to complete page 4 unless requested.

References

Please list 3 personal or professional references.

Full Name:	Relationship:
How long have you known this person?	
Contact Information (e-mail, phone, and/or address):	

Full Name:	Relationship:
How long have you known this person?	
Contact Information (e-mail, phone, and/or address):	

Full Name:	Relationship:
How long have you known this person?	
Contact Information (e-mail, phone, and/or address):	

If employed, please provide contact information for your current employer and a previous employer. If not employed, please provide organizations where you have been a volunteer.

Organization:	Your job title/description:
Dates of service:	
Contact Information of supervisor (e-mail, phone, and/or address):	

Organization:	Your job title/description:
Dates of service:	
Contact Information of supervisor (e-mail, phone, and/or address):	

Action Tracking

Applicant name	
Date received	

Checks Completed		
Description of check (phone call, criminal check, etc.)	Who completed check? Date of check?	Comments

Date approved by Board of Christian Education	
Printed name of Christian Education representative	
Signature of representative	

Date for next review of applicant (3 years from date of original review)	
---	--