

Employee/Volunteer Application and Disclosure Form

First Congregational United Church of Christ – Manhattan, KS

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, Praesidium, Inc., 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 Congregational 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

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.		

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities for which you are applying?	Yes	No
If yes, please provide a brief explanation.		

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 Congregational UCC 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 Congregational UCC 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.

Praesidium, Inc. Authorization

I hereby authorize, without reservation, the obtaining of “consumer reports” or “investigative consumer” reports by First Congregational UCC at any time after receipt of this authorization and throughout my employment, or service. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish Praesidium, Inc. or First Congregational UCC with any and all background information in their possession regarding me, so that my employment/volunteer qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

First Congregational UCC’s hiring and volunteer recruitment process involves distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position(s) I am seeking to fill. To that end, I authorize First Congregational UCC 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 Congregational UCC 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):	

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