

# Sample Employment Application

*\*This is a sample. This type of application should be completed by anyone who seeks any role that will involve the supervision and/or custody of children or youth. You should tailor the application to the specific circumstances in your congregation. At a minimum, this should include sections for personal identification, job qualifications, experience and background, references, and a waiver/consent to conduct a background check.*

Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Are you over the age of 18?       Yes     No

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Best method of contact:       Email     Phone     Text message

Position applied for: \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

## Qualifications

Academic achievements (Schools attended, degrees earned, dates of completion)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continuing education (Courses taken, dates of completion)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional organizations/other qualifications (List any additional relevant information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First aid training?       Yes     No

CPR training?       Yes     No

**Previous Work Experience:** Please list your previous employers from the past five years. Include the job title, a description of duties and responsibilities, the name of the company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

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**Previous Volunteer Experience:** Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

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Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)?  Yes  No

If yes, please explain:

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References: Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

Name:

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Address:

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Phone number:

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Email address:

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Length of time you have known reference:

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Relationship to reference:

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Name:

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Address:

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