

**Regular Church Worker Application – St. Andrew’s Episcopal Church, Denver**

This form is to be completed by all applicants for any position that will regularly (as defined by the *Policies for Ministry with Children or Youth*) be responsible for the supervision of children or youth, and will herein be referred to as an “applicant”. This screening form is being used to help St. Andrew’s Episcopal Church, Denver provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. At the same time, we feel a need to protect our workers as well as the church itself.

*Please complete all of the questions accurately and fully. Please write legibly. Attach additional sheets if necessary.*

**Personal Data**

Today’s Date: \_\_\_\_\_

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home address if different: \_\_\_\_\_

\_\_\_\_\_

How long at current address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

email: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_

Name on Driver’s License \_\_\_\_\_

Driver’s License #: \_\_\_\_\_

State of Issue: \_\_\_\_\_

Social Security #: (Required for background check) \_\_\_\_\_

Please list other addresses in the past five years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For what position are you applying: \_\_\_\_\_

What interests you about the position you are applying for?

*Updated March 23, 2015 & June 18, 2014, sdt.  
June 11, 2013 annotated from Diocese of Colorado version for St. Andrew’s by Sally Thomas, Minister to Children and Youth.  
June 26, 2013 reviewed by parishioner and attorney Sue Kilgore.*

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What has prepared you for the position you are applying for?

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**Employment History**

Please complete for your prior and current employers, covering the past seven (7) years

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

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

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Phone number: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Immediate supervisors name: \_\_\_\_\_

Reason for leaving:

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

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

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Phone number: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Immediate supervisors name: \_\_\_\_\_

Reason for leaving:

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

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

\_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Immediate supervisors name: \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

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

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

\_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Immediate supervisors name: \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

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

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

\_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Immediate supervisors name: \_\_\_\_\_

Reason for leaving:

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**Volunteer Experience**

Organization: \_\_\_\_\_ Dates: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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Organization: \_\_\_\_\_ Dates: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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Organization: \_\_\_\_\_ Dates: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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Organization: \_\_\_\_\_ Dates: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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Organization: \_\_\_\_\_ Dates: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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### **Educational History**

Name of School: \_\_\_\_\_ Dates: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Program completed? \_\_\_\_\_

Name of program or degree: \_\_\_\_\_

Name of School: \_\_\_\_\_ Dates: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Program completed? \_\_\_\_\_

Name of program or degree: \_\_\_\_\_

Name of School: \_\_\_\_\_ Dates: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Program completed? \_\_\_\_\_

Name of program or degree: \_\_\_\_\_

**References**

*Please provide at least three (3) references, two of which are not members St. Andrew's Episcopal Church, Denver. Please include at least one each of the following: professional/ civic reference, personal reference, church/ non-profit reference. It is preferable that you include reference(s) that have observed you working with children or youth.*

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

How long have you known this person: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

How long have you known this person: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

How long have you known this person: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

How long have you known this person: \_\_\_\_\_

\*\*Have you ever been accused of physically, sexually or emotionally abusing a child, youth, or adult?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

### **Code of Conduct for the Protection of Children and Youth**

**Please initial each item to signify your compliance with the statement.**

- \_\_\_\_\_ I agree to observe all church policies regarding working with children and youth
- \_\_\_\_\_ I have read and agree to abide by the *Guidelines for Appropriate Affection in Ministry With Children or Youth*. (found in the appendix of The St. Andrew's Policy for Children and Youth.)
- \_\_\_\_\_ I have not been convicted of either child sexual or physical abuse
- \_\_\_\_\_ I agree to do my best to prevent abuse and neglect among children and youth involved in church sponsored activities and in the event that I observe any inappropriate behaviors or possible policy violations with children or youth I agree to immediately report my observations.
- \_\_\_\_\_ I agree not to physically, sexually, or emotionally abuse or neglect a child or youth.
- \_\_\_\_\_ I understand that the church will not tolerate abuse or children or youth and I agree to comply in spirit and in action with this position.

#### Acknowledgment, Release, and 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 St. Andrew's Episcopal Church, Denver to request and receive such information.

If hired or chosen, I agree to be bound by St. Andrew's Episcopal Church, Denver policies and procedures, including but not limited to its Policies for Ministries with Children or Youth and Guidelines for Appropriate Affection in Ministry With Children or Youth. I understand that these may be changed,

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withdrawn, added to or interpreted at any time at the St. Andrew's Episcopal Church, Denver 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 my employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of St. Andrew's Episcopal Church, Denver or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between St. Andrew's Episcopal Church, Denver and me for either employment, volunteering or the providing of any benefit.

*I have read and understand the above provisions.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print) \_\_\_\_\_ Phone number: \_\_\_\_\_

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