



**UNITED CONGREGATIONAL
CHURCH of TOLLAND**

Employee & Volunteer Application and Disclosure Form

The form must be filled out completely, with no information being left blank.

NAME: _____
 LAST FIRST MIDDLE

ADDRESS: _____
 STREET CITY STATE ZIP

_____ DAYTIME PHONE EVENING PHONE EMAIL ADDRESS

References

Please note that references may not be family members, and are limited to only one current UCCT staff member.

NAME (1) _____

RELATIONSHIP _____

ADDRESS: _____
 STREET CITY STATE ZIP

TELEPHONE: _____ EMAIL: _____

NAME (2) _____

RELATIONSHIP _____

ADDRESS: _____
 STREET CITY STATE ZIP

TELEPHONE: _____ EMAIL: _____

NAME (3) _____

RELATIONSHIP _____

ADDRESS: _____
 STREET CITY STATE ZIP

TELEPHONE: _____ EMAIL: _____

Relationship to United Congregational Church of Tolland

- € I have been a member of the United Congregational Church of Tolland since _____.
- € I have been a friend of the United Congregational Church of Tolland since _____.
- € I have not been affiliated with the United Congregational Church of Tolland.

Applicant: _____

1. I have never been convicted of, nor pled guilty or not contest to a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state)

True

Not True

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date, and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.

2. 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 being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

True

Not True

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

3. 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, 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.)

Please fill out this section (Questions 4, 5, 6) only if you will be driving children or vulnerable adults as part of your work:

4. Do you have a valid driver's license?

YES NO

5. 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 FALSE

6. Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying? YES NO

If yes, provide a brief explanation.

Covenant

Applicant: _____

The covenants between persons seeking employee or volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. 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 I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees and volunteers, and the church they seek to serve. To that end, **I authorize the United Congregational Church of Tolland and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above.** I also authorize all entities, persons, 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, character, and qualifications. 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.

The United Congregational Church of Tolland’s employee and volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and programs in which I am seeking to participate. To that end, **I authorize the United Congregational Church of Tolland and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes.** I understand that the United Congregational Church of Tolland will share with me information it has gathered about me, if I request it to do so.

If I am offered and accept employment or volunteer service with the church, **I agree to comply with its published policies and rules, including those related to harassment of employees, reporting known or suspected adult or child neglect or abuse and similar requirements.** If requested to do so, I will cooperate with any church investigation of a possible violation of church policies and rules by providing complete and truthful information in an oral and/or written statement.

I agree to comply with the Safe Conduct Policy of the United Congregational Church of Tolland.

PRINT NAME

SIGNATURE

DATE

PRINT NAME & SIGN IF PARENT OR GUARDIAN OF APPLICANTS UNDER 18

DATE