



Non-Employee Minister to the Congregation Application and Disclosure Form

NAME:

LAST

FIRST

MIDDLE

ADDRESS:

STREET

CITY

STATE ZIP CODE

DAYTIME PHONE

EVENING PHONE

EMAIL

Three Personal References: *One reference must be related to you and the other references must not be related to you.* (Attach additional page(s) as necessary.)

NAME (1)

RELATIONSHIP

ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

EMAIL

NAME (2)

RELATIONSHIP

ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

EMAIL

NAME (3)

RELATIONSHIP

ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

EMAIL

I have been a member of this church since _____

I have been a friend of this church since _____

APPLICANT:

I have never been convicted of, nor pled guilty or no 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.

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.)

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.)

Do you have a valid drivers' 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

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.

APPLICANT:

The covenants between persons seeking authorized 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 volunteers and the church they seek to serve. To that end, I authorize VPC 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.

VPC authorized 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 program I am seeking to participate in. To that end, I authorize (name of Local Church) 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 (name of Local Church) 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 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 acknowledge my receipt and understanding of the (name of Local Church) Safe Church Policy.

PRINT NAME & SIGN _____ DATE _____

PRINT NAME & SIGNATURE PARENT OR GUARDIAN FOR APPLICANTS UNDER 18 _____ DATE _____

NOTES: (Not True and No answers above) **Background Investigation Results**

EMPLOYEE/VOLUNTEER APPLICANT:

Personal interview conducted by _____ on _____
DATE

Reference inquiries completed by _____ on _____
DATE

A criminal background check was conducted on the candidate using the following sources:

- National multi-state criminal records search
- National sex offender registry search
- Social security number trace and alias search
- County criminal records search for every county where the applicant has lived or worked over the past (xx) years:
- Motor Vehicle Record

- Other (Identify)

The (**Employment Committee**) has reviewed the investigation with the following result:

- We have reviewed the criminal history of Applicant and determined, based on the information we had available at this time, the applicant would be **acceptable** for the position.”

OR

- We have reviewed the criminal history of Applicant and determined, based on the information we had available at this time, the applicant is **not acceptable** for the position.”

This clearance shall remain as a permanent record in the employment file.

MEMBER

Signature

Date

MEMBER

Signature

Date

MEMBER

Signature

Date