

The Episcopal Diocese of Montana

Staff/Volunteer Application

Position applying for: _____

Please attach to this application:

- A cover letter addressing what interests you about the position you are applying for. Include a one paragraph summary about what has prepared you for this position.
- Resume: With a complete employment and volunteer work history.

Personal Information

Full legal name: first, middle, last

Permanent mail address: Street City State ZIP

Present mail address: Street City State ZIP

E-mail address

Religious denomination Home parish and city

Work Phone Best time to contact you

Employment Information

Date you can start: _____
(mm/dd/yyyy)

Are you currently employed: Yes No

If so, may we inquire of your present employer? Yes No

Have you ever applied for or been employed by this organization before? Yes No

When? _____
(mm/dd/yyyy)

Which position? _____

I have the necessary documentation to complete an I-9 form.

Staff/Volunteer Application

Education and Training

High School graduate or General Education Development test passed? Yes No

If no, circle the highest grade you have completed: 1 2 3 4 5 6 7 8 9 10 11 12

Colleges, Vocational or Technical Schools, Seminars Type of Degree or Certificate

(Give information for additional education as it relates to the position for which you are applying).

References

For reference purposes, please list three people who you know well (not relatives), that you will be asking to complete and return a reference for you.

(Name) (Mailing Address) (Phone)

(Name) (Mailing Address) (Phone)

(Name) (Mailing Address) (Phone)

Background Information

Have you been convicted of a felony or served time in prison during the last seven years? Yes No

If yes, explain each conviction on an attached sheet and include date, charge, place and action taken. (Conviction is not an automatic bar to employment. Each case is considered separately.)

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult? Yes No

If yes, please explain on a separate sheet of paper.

I authorize The Bishop of Montana, or any of his designees, specific to this application, to investigate any of the information listed on my application for employment as well as my past driving record through the Department of Motor Vehicles. Furthermore, I release from liability The Episcopal Diocese, former employers and the references that I have listed on the application as to the investigation of and responses to, job related questions concerning my former positions as that information may relate to the position I am now presently seeking.

Further, I understand that the diocese may search publicly accessible internet sites for content which may be considered inappropriate for potential staff of the Episcopal Diocese of Montana.

I understand that misrepresentation or omission of the facts requested may be cause for dismissal.

Signature _____ Date _____

Staff/Volunteer Application

Statement of Understanding

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 the Bishop of Montana or any of his designees, to request and receive such information specific to this application.

If hired or chosen, I agree to be bound by the Episcopal Diocese of Montana policies and procedures, including but not limited to its ***Policies for the Prevention of Sexual Exploitation of Adults*** and ***Code of Conduct for Persons Having Pastoral Relationships***. I understand that these may be changed, withdrawn, added to or interpreted at any time at the Episcopal Diocese of Montana's 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 employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of my supervisor or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and the Episcopal Diocese of Montana or any of its subordinate entities for employment, volunteering or the providing of any benefit.

I have read and understand the above provisions.

Signature _____ Date _____