

# APPLICATION FOR EMPLOYMENT – Support

(Please print with ink or type.)

**DuBois Center**  
Illinois South Conference  
United Church of Christ  
2651 Quarry Road  
DuBOIS IL 62831

NAME		CIRCLE AGE		17	18 and Over
POSITIONS DESIRED, LIST IN ORDER OF PREFERENCE		CATEGORY:		21 and Over	
PHONE #1 ( )	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	PHONE #2 ( )	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		
DATES AVAILABLE FOR EMPLOYMENT: FROM		TO	E-MAIL ADDRESS		
CURRENT ADDRESS		CITY	STATE	ZIP	
PERMANENT ADDRESS		CITY	STATE	ZIP	
UNTIL WHAT DATE MAY WE MAIL TO YOUR CURRENT ADDRESS?		ARE YOU WILLING AND ABLE TO WORK IN A TOBACCO-RESTRICTED, DRUG AND ALCOHOL-FREE CAMP?			

Have you ever been employed by DuBois Center or the Illinois South Conference of the United Church of Christ? YES  NO   
If YES, dates of employment and reason for leaving: \_\_\_\_\_

Are you related to any current company employee? YES  NO   
If YES, their name and their relationship to you: \_\_\_\_\_

NAMES OF SCHOOLS (HIGH SCHOOL TRADE SCHOOL, COLLEGE, GRAD SCHOOL)	COURSE OF STUDY	# OF YEARS COMPLETED	DEGREE OR DIPLOMA
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LIST **SPECIFIC COURSES** AND **OTHER TRAINING** RELATED TO EMPLOYMENT AT DUBOIS CENTER:

**CERTIFICATIONS:** Please list the expiration date (and type, if applicable) for certifications you currently hold. Indicate with a ☺ those you plan to obtain in the near future.

**IMPORTANT:** Include copies of all current certifications, except Driver's License, with this application.

_____ SafeServe (food service)	<b>Medical Certification: RN, LNP, Medic, etc.</b>
_____ Food Service: _____	_____ Type: _____
_____ Maintenance: _____	_____ CPR / AED: Level _____
_____ Office: _____	_____ First Aid: Level _____
_____ Driver's License:	_____ Archery: _____
State & Number _____	_____ Boating: _____
Type/Class _____	_____ Equestrian: _____
Other _____	_____ Low Challenge / Teams Course

IF YOU HAVE **EXPERIENCE** IN ANY OF THESE AREAS, BUT NO CERTIFICATION, PLEASE EXPLAIN.

LIST ADDITIONAL **EXPERIENCE** YOU HAVE RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING.

**VEHICLES:** Please list your experience driving and maintaining the following vehicles:

Pick-Up Truck (full size): \_\_\_\_\_

Van (mini and full size): \_\_\_\_\_

Gator (4-wheel utility vehicle): \_\_\_\_\_

Pontoon Boat: \_\_\_\_\_

Tractor: \_\_\_\_\_

Tractor with Wagon(s): \_\_\_\_\_

Mowers and other Small Farm Equipment: \_\_\_\_\_

**EMPLOYMENT HISTORY** (Paid or Volunteer)

<b>Present or Most Recent Position</b>	From - To	Company	Supervisor
	Position	Reason for Leaving	Supervisor's Phone #
	Your Major Responsibilities		Salary: Start - Last
<b>Next Most Recent Position</b>	From - To	Company	Supervisor
	Position	Reason for Leaving	Supervisor's Phone #
	Your Major Responsibilities		Salary: Start - Last
<b>Next Most Recent Position</b>	From - To	Company	Supervisor
	Position	Reason for Leaving	Supervisor's Phone #
	Your Major Responsibilities		Salary: Start - Last
<b>Next Most Recent Position</b>	From - To	Company	Supervisor
	Position	Reason for Leaving	Supervisor's Phone #
	Your Major Responsibilities		Salary: Start - Last

**All PREVIOUS EMPLOYERS are considered as REFERENCES – unless a note advising to the contrary accompanies this application.**

**REFERENCES:** Please list three persons who are able to give a fair, objective estimate of your probable success as a member of the site staff team at DuBois Center. At least one reference should be from a supervisor in a related setting. For example, if you are applying to work in food service, one reference should be from someone who has seen you work in a kitchen setting.

NAME	RELATIONSHIP to Applicant	PHONE NUMBER	E-MAIL
1. _____	_____	(     )	_____
2. _____	_____	(     )	_____
3. _____	_____	(     )	_____

How did you learn about this employment opportunity? \_\_\_\_\_

**BACKGROUND DISCLOSURE AND RELEASE**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

1. Please list every state in which you have lived, worked or been a student in the last seven years.
2. Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

**NOTE:** *The Illinois South Conference of the United Church of Christ will not deny a position to any applicant solely because the person has been convicted of a crime. However, the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for will be considered.*

3. I have never been convicted of, nor plead guilty or no contest to a criminal charge involving drugs, sexual misconduct, violence, crimes against children, theft or financial misconduct.

\_\_\_\_\_ 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.

4. No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation or misconduct; physical abuse; crimes against children 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.

5. I have never terminated my employment, professional credentials or service in a volunteer position, nor 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; crimes against children 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 the nature of the incident(s) leading to your termination.

6. 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

**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.

7. Is there any fact or circumstances involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying or your ability to successfully accomplish the duties outlined in the job description?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**If yes**, please provide a brief explanation.

The covenants between persons seeking paid employment or authorized volunteer positions and the organization they seek to serve 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 to amend the responses and information I have provided, in a timely manner, 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, authorized volunteers and the organization they seek to serve. To that end, I authorize the Illinois South Conference of the United Church of Christ (ISC) and/or its agents to make inquiries regarding my character and qualification, including all statements I have set forth in this application. I also authorize all entities, persons, former employees, 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 made in good faith and without malice.

I understand that the ISC authorized volunteer and employee 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 the program I am seeking to participate in. To that end, I authorize the ISC 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 ISC will share with me information it has gathered about me if I request it to do so, unless I have specifically waived that privilege.

Signature of  
Applicant \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**-----