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					DUBOIS I	L 62831
POSITIONS DESIRED, LIST				CIRCLE AGE	17	18 and Over
IN ORDER OF PREFERENCE				CATEGORY:	21 and C)ver
PHONE	🖵 Cell	🖵 Home	PHONE			l Cell 📮 Home
	🖵 Work		#2 ()		l Work
DATES AVAILABLE			E-MAIL			
FOR EMPLOYMENT: FROM	TO		ADDRESS			
CURRENT						
ADDRESS		CITY		STATE	ZIP	
PERMANENT						
ADDRESS		CITY		STATE	ZIP	
UNTIL WHAT DATE MAY WE MAIL		ARE YOL	WILLING AND	ABLE TO WORK IN	A	
TO YOUR CURRENT ADDRESS?		TOBACC	O-RESTRICTED,	DRUG AND ALCOP	<u>IOL-FREE (</u>	CAMP?
Have you ever been employed by DuBois	Center or the	Illinois Sout	th Conference of	the United Church o	f Christ? Y	ESI NOI
If YES, dates of employment and reason for leaving:						
Are you related to any current company employee? YES \square NO \square						
If YES, their name and their relationship to you:						
II TES, then hame and then relatio		J				
NAMES OF SCHOOLS (HIGH SCHOOL		COURSE	OF	# OF YEAF	RS	DEGREE OR
TRADE SCHOOL, COLLEGE, GRAD SCHO	DOL)	STUDY	/	COMPLET	ED	DIPLOMA

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 ⁽²⁾ those you plan to obtain in the near future.

IMPORTANT: Include copies of all current certifications, <u>except Driver's License</u>, with this application.

SafeServe (food service)	Medical Certification: RN, LNP, Medic, etc.
Food Service:	Туре:Туре:
Maintenance:	CPR / AED: Level
Office:	First Aid: Level
Driver's License:	Archery:
State & Number	Boating:Boating:
Type/Class	Equestrian: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:		
Fractor with Wagon(s):		

Mowers and other Small Farm Equipment:

EMPLOYMENT HISTORY (Paid or Volunteer)

Present	From - To	Company	Supervisor
or Most Recent	Position	Reason for Leaving	Supervisor's Phone #
Position	Your Major Responsibilities		Salary: Start - Last
Next	From - To	Company	Supervisor
Most Recent	Position	Reason for Leaving	Supervisor's Phone #
Position	Your Major Responsibilities		Salary: Start - Last
Next	From - To	Company	Supervisor
Most Recent	Position	Reason for Leaving	Supervisor's Phone #
Position	Your Major Responsibilities	Salary: Start - Last	
Next	From - To	Company	Supervisor
Most Recent	Position	Reason for Leaving	Supervisor's Phone #
Position	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
<u>1.</u>		()	
2.		()	
3.		()	

How did you learn about this employment opportunity?

DuBois Center

BACKGROUND DISCLOSURE AND RELEASE

NA	MEDATE
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?YesNo
	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
	not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal position 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.
	not true , give a short explanation of the lawsuit. Please indicate the date, nature and place of the incident ding 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	