

**St. Matthias Episcopal Church**  
**Regular Church Worker Application**

This form is to be completed by all applicants for any position that will regularly (as defined by the *Policies for Ministry with Children or Youth*) be responsible for the supervision of children or youth, and will herein be referred to as an "applicant". This screening form is being used to help St. Matthias provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. At the same time, we feel a need to protect our workers as well as the church itself.

*Please complete all of the questions accurately and fully. Please write legibly. Use additional sheets if necessary.*

Date of Application: \_\_\_\_\_

**Personal Data**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Physical address (if different): \_\_\_\_\_

\_\_\_\_\_

How long at current address: \_\_\_\_\_ Best time to contact you: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ email: \_\_\_\_\_

Name on Driver's License \_\_\_\_\_ Driver's License #: \_\_\_\_\_

State of Issue: \_\_\_\_\_ Social Security # \_\_\_\_\_

Please list other cities or towns and states that you have lived in during the past seven years: \_\_\_\_\_

\_\_\_\_\_

For what position are you applying?: \_\_\_\_\_

What interests you about the position you are applying for? \_\_\_\_\_

\_\_\_\_\_

What has prepared you for the position you are applying for? \_\_\_\_\_

\_\_\_\_\_

Have you ever been accused of physically, sexually or emotionally abusing a child, youth, or adult?

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

**Employment History**

*Please complete for your current employer(s). For military, please provide your unit name and number and your commanding officer's name, rank and address. Please also include any prior employment that involved working with children or youth.*

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position held: \_\_\_\_\_ Immediate supervisors name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position held: \_\_\_\_\_ Immediate supervisors name \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position held: \_\_\_\_\_ Immediate supervisors name \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*include others on back to cover a 7-year period*

**Volunteer History**

*Please complete for your current volunteer involvement. Please also include any prior volunteer involvement that involved working with children or youth.*

**Organization:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

**Organization:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

**Educational History**

*Please complete if you are currently registered in an educational institution. Please also include any prior education that involved training for work with children or youth.*

**Name of School:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Program completed? \_\_\_\_\_

Name of program or degree: \_\_\_\_\_

**Name of School:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Program completed? \_\_\_\_\_

Name of program or degree: \_\_\_\_\_

**References**

*Please provide at least three (3) references, two of which are not members of St. Matthias. It is preferable that you include reference(s) that have observed you working with children or youth.*

**(1) Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

**(2) Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

**(3) Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

**(4) Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

**Code of Conduct for the Protection of Children and Youth**

*Please initial each item to signify your compliance with the statement.*

- \_\_\_\_\_ I agree to observe all church policies regarding working with children and youth
- \_\_\_\_\_ I have read and agree to abide by the *Guidelines for Appropriate Affection in Ministry With Children or Youth* (see attached).
- \_\_\_\_\_ I have not been convicted of either child sexual or physical abuse
- \_\_\_\_\_ I agree to do my best to prevent abuse and neglect among children and youth involved in church sponsored activities and in the event that I observe any inappropriate behaviors or possible policy violations with children or youth I agree to immediately report my observations.
- \_\_\_\_\_ I agree not to physically, sexually, or emotionally abuse or neglect a child or youth.
- \_\_\_\_\_ I understand that the church will not tolerate abuse or children or youth and I agree to comply in spirit and in action with this position.

**Acknowledgment, Release, and Signature**

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 volunteer experiences (church, scouts, etc.) employment, education, military service, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize St. Matthias to request and receive such information.

If hired or chosen, I agree to be bound by policies and procedures, including but not limited to its Policies for Ministries with Children or Youth and Guidelines for Appropriate Affection in Ministry With Children or Youth. I understand that these may be changed, withdrawn, added to or interpreted at any time at the sole discretion of St. Matthias and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of my employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of St. Matthias or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between St. Matthias and me for either employment, volunteering or the providing of any benefit.

A photocopy of this release is authorized for use by St. Matthias.

*I have read and understand the above provisions.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print) \_\_\_\_\_ Phone number: \_\_\_\_\_