Application for Nursery Worker
St. Andrew's Episcopal Church, Roswell, NM

Instructions: Please complete all the questions accurately and fully. Attach additional sheets if needed.

Today's date:

Personal Data

Name:

Street Address:

City: State: Zip:

How long at current address:

Home phone: Mobile phone: Work phone:

Best time to contact you and preferred contact method (email? which phone number?):

Email address:

Driver's License Number: State:

Social Security Number:

Are you legally eligible to work in this country?   [ ] Yes   [ ] No

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

Please list your addresses in the past five years:

For what position are you applying?

What interests you about the position for which you are currently applying?

What has prepared you for the position for which you are currently applying? Please include all experience you have had working with children (either paid or volunteer). See job description for what kinds of experience we would like you to have.

Employment History

Please complete for your prior employers, covering the past ten (10) years.

Current Employer

Company Name:

Address:

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment: from   to

Reason for leaving position:

Previous Employer

Company Name:

Address:

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment: from   to

Reason for leaving position:

Previous Employer

Company Name:

Address:

City: State: Zip:

Immediate supervisor name:

Immediate supervisor phone number:

Position held:

Dates of employment: from   to

Reason for leaving position:

Volunteer Experience

Include all volunteer experience working with children or youth:

Organization:

Contact:

Phone:

Duties:

Dates: from   to

Organization:

Contact:

Phone:

Duties:

Dates: from   to

Educational History

Name of School:

Address:

City: State: Zip:

Type of school:

Name of program or degree:

Program completed?   [ ] Yes   [ ] No

Name of School:

Address:

City: State: Zip:

Type of school:

Name of program or degree:

Program completed?   [ ] Yes   [ ] No

Professional References

Reference #1:

Name:

Address:

City: State: Zip:

Daytime phone:

How long have you known this person?

Relationship to you?

Reference #2:

Name:

Address:

City: State: Zip:

Daytime phone:

How long have you known this person?

Reference #3:

Relationship to you?

Name:

Address:

City: State: Zip:

Daytime phone:

How long have you known this person?

Relationship to you?

Personal References

Personal Reference #1:

Name:

Address:

City: State: Zip:

Daytime phone: Mobile:

How long have you known this person?

Relationship to you?

Personal Reference #2:

Name:

Address:

City: State: Zip:

Daytime phone: Mobile:

How long have you known this person?

Relationship to you?

Family References

Name:

Address:

City: State: Zip:

Daytime phone: Mobile:

How long have you known this person?

Relationship to you:

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

[ ] Yes   [ ] No

If yes, explain:

Code of Conduct
for the Protection of Children and Youth

Read and initial each item to signify your agreement to comply with the statement:

Initial	Statement
_____	I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

_____   I agree not to physically, sexually, or emotionally abuse or neglect a child or youth.

_____   I agree to comply with the policies for *General Conduct for the Protection of Children and Youth* defined in the Policies for the Protection of Children and Youth from Abuse.

_____   I agree to comply with the *Guidelines for Appropriate Affection* with children and youth.

_____   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 acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the *Policies for the Protection of Children and Youth from Abuse*.

_____   I understand that the church will not tolerate abuse of children and 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 employment, education, credit history, driving record, criminal conviction record, sexual offender registry, or other qualifications for my employment or volunteering. I also authorize St. Andrew's Episcopal Church to request and receive such information.

If hired or chosen, I agree to be bound by Diocesan and Congregational policies and procedures, including but not limited to its *Policies for the Protection of Children and Youth from Abuse* and *Code of Conduct for the Protection of Children and Youth*. I understand that these may be changed, withdrawn, added to, or interpreted at any time at the Congregation'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 the congregation 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 St. Andrew's Episcopal Church for either employment, volunteering, or the providing of any benefit.

I have read and understand the above provisions.

_____   _____

Signature   Date