

**Employment Application
for
Unitarian Universalist Church of Kent
228 Gougler Avenue, Kent, OH 44240**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, SEXUAL
GENDER IDENTITY NATIONAL ORIGIN, MARITAL STATUS, OR DISABILITY.**

**DO YOU NEED ANY ACCOMMODATION TO PARTICIPATE IN THE APPLICATION OR INTERVIEW
PROCESS? YES NO**

**Job Title: Church Sexton
Hours: Part-time 12 hrs/week**

Personal Data

Name	Social Security #		
Present Address	City	State	Zip
Home Phone	Cell Phone		

Education

CHECK HIGHEST SCHOOL YEAR COMPLETED	AA	BA	MA	Ph.D
8 9 10 11 12 13 14 15 16 17 18 19				

Name of school beyond High School	
Training Length	Date Completed
Major	Vocational Training

Are you a Veteran of Military Service? Yes No

Please continue on next page.

WORK EXPERIENCE

<u>Company Name</u>	<u>Address</u>	
Job Description (duties, skills, equipment used)		
Dates of employment: start	end	Phone #
Reason for leaving:	Who to contact:	
<u>Company Name</u>	<u>Address</u>	
Job Description (duties, skills, equipment used)		
Dates of employment: start	end	Phone #
Reason for leaving:	Who to contact:	
<u>Company Name</u>	<u>Address</u>	
Job Description (duties, skills, equipment used)		
Dates of employment: start	end	Phone #
Reason for leaving:	Who to contact:	
Company Name	Address	
Job Description (duties, skills, equipment used)		
Dates of employment: start	end	Phone #
Reason for leaving:	Who to contact:	

Please continue on next page.

ADDITIONAL INFORMATION

Volunteer Work		
Summary of work experience or additional information (Such as special skills, licenses, etc.		
References (names of at least 3 persons not related to you):		
Name	Address	Phone #
Date:	Signature:	
Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references.		

Have you ever been discharged or requested to resign from a position? **Yes** **No**

If yes, explain: _____

Have you ever had a certificate, license, or registration revoked or suspended? **Yes** **No**

If yes, explain: _____

Are you 18 years or older? **Yes** **No**

Have you ever plead guilty or no contest to, or been convicted of a crime? **Yes** **No**

If yes, please provide the dates and details:

(Conviction will not necessarily disqualify an applicant from employment)

CRIMINAL HISTORY BACKGROUND CHECK

If you are a finalist, you may be required to complete an affidavit and be fingerprinted. The Ohio Bureau of Criminal Investigation & Identification or, at the Church’s discretion, other state or federal agencies will complete the background check. **All offers of hire are contingent upon satisfactory reports.** Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness of the offense in relation to the position(s) for which you are applying. This report is not subject to the Ohio Public Records Act. You will be given a copy of the report upon request.

Please continue on next page.

APPLICANT'S AGREEMENT AND RELEASE

I certify that I have read and understand the instructions and all other information on this application, and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of material fact called for in this application may result in rejection of my application or immediate discharge at any time during my employment.

I understand that I may be required to undergo and pass a drug-screening test as a condition of employment. To comply with that requirement, I consent to providing a specimen. Specimens will be tested for both legal (prescription drugs) and illegal substances. A positive test for a legal substance will require proof of current prescription.

I understand that failure to pass an alcohol or drug screen test at any time during my employment may result in immediate discharge from Unitarian Universalist Church of Kent.

I authorize Unitarian Universalist Church of Kent and/or its agents, including consumer-reporting agencies to verify any of this information by searching appropriate information and record sources. I authorize all employers unless restricted, persons, schools, companies, law enforcement authorities, and state agencies to release any information concerning my background and hereby release those parties from any liability for any damage whatsoever for issuing this information. I further release Unitarian Universalist Church of Kent from any and all claims of action arising out of the church's efforts to verify the information I have provided in this application and/or its determination of my qualifications and abilities.

I confirm that I meet all the requirements as stated on the job posting(s) for the position(s) for which I am applying.

I grant permission to have this application and enclosures duplicated and to be distributed to Unitarian Universalist Church of Kent agents responsible for initial screening, interviewing, recommending applicants for employment, and to employees responsible for personnel records and reports, or disclosed as otherwise required by law.

Signature _____ **Date** _____