

**EPISCOPAL DIOCESE OF LOUISIANA**

**SAMPLE APPLICATION FORM FOR EMPLOYMENT  
(INCLUDING VOLUNTEER STAFF)**

Please complete all of the questions accurately and fully and attach additional sheets if needed.

Date:

**PERSONAL DATA**

Name:

Street address:

City:

State:

Zip:

How long at current address:

Home phone:

Cell phone:

Work phone:

Best time to contact you:

Email address:

Driver 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:

- 1)
- 2)
- 3)
- 4)
- 5)

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 attach additional sheets if necessary.

EMPLOYMENT HISTORY - Please complete for your prior employers, covering the past TEN 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 experience working with children or youth.

Organization:

Contact:

Phone:

Duties:

Dates:

Organization:

Duties:

Dates:

Contact:

Phone:

#### EDUCATIONAL HISTORY

Name of school

Address:

City:

State:

Zip:

Type of school:

Name of program or degree:

Program completed?

Name of School

Address:

City:

State:

Zip:

Type of school:

Name of program or degree:

Program completed?

#### PERSONAL REFERENCES

Name:

Address:

City:

State:

Zip:

Daytime phone:

Evening:

How long have you known this person?

Relationship to you:

#### FAMILY REFERENCES

Name:

Address:

City:

State:

Zip:

Daytime phone:

Evening:

How long have you known this person?

Relationship to you:

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

Yes  No

If yes, please explain.

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 the Episcopal Diocese of Louisiana or the church, school or Diocesan institution to which I am applying to receive such information.

If hired or chosen, I agree to be bound by all policies and procedures, including but not limited to the Episcopal Diocese of Louisiana *Policies for Protection of Children and Youth From Abuse* and the *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 sole discretion of the Episcopal Diocese of Louisiana 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 my church, Diocese 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 the Episcopal Diocese of Louisiana or any church, school or Diocesan institution for employment, volunteering, or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature \_\_\_\_\_

Date \_\_\_\_\_