

# MAKING OUR CONGREGATIONS SAFE FOR CHILDREN, YOUTH, AND VULNERABLE ADULTS!

Dear Applicant:

The Unitarian Universalist Association and its member congregations are committed to ensuring the safety of their community members. It is our practice, therefore, to require all prospective staff members and all volunteers who are likely to work with children, youth, or vulnerable adults to provide information that will help us fulfill this desire.

There are four parts to this effort:

- 1) The first involves completing a fairly standard “Application for Paid or Volunteer Employment”. Please note that this form must be completed and signed – attaching a resume is not sufficient.
- 2) The second involves completing a “Voluntary Disclosure Statement”. This form requires answering explicit questions to raise the comfort level of congregational leaders that children, youth, and vulnerable adults are being protected from potential harm.
- 3) The third part involves signing a release that authorizes church leaders to explore your background sufficiently to document that there is no cause for concern about your suitability for paid employment or volunteer work within our congregation.
- 4) The fourth part involves reference checks being conducted by church staff or church volunteers. Your only role will be to provide contact information for those references in your application form. Be aware that individuals other than those whose names you give as references may be contacted.

To ensure the safety of our children, youth, and vulnerable adults, completing these steps are required to serve in certain roles in our congregation. In most instances, members of the governing board of the congregations will have already submitted themselves to this same process, as a way of “modeling” the importance of the effort.

We thank you for your willingness to serve our congregation, and for your role in assuring it is a safe and nurturing place.

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Title: \_\_\_\_\_

# Application for paid or volunteer employment

Date of application \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
last first middle

Home Address \_\_\_\_\_  
Street address City State Zip

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_

Home Phone (     ) \_\_\_\_\_ - \_\_\_\_\_ Alternative/Fax (     ) \_\_\_\_\_ - \_\_\_\_\_

I can begin work: \_\_\_\_\_

What type of position or role are you applying for? \_\_\_\_\_

Salary desired (if paid employment)? \_\_\_\_\_

**Past work history: Provide a full record of all employment – paid and volunteer – and explain any gaps in employment. (use a separate sheet if needed)**

Dates	Employer/Supervisor	Address & Phone	Nature of Work	Reason for Leaving

Indicate any employer you do not wish us to contact, and the reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References: Give names and addresses of three persons [not relatives] having knowledge of your character, experience, work habits, and ability. (use a separate sheet if needed)**

Name	Address	Phone

**Education: Beyond High School**

Year	School	City and State	Degree Granted

Answer these questions *only* if applying for a position requiring driving:

Do you have a valid driver's license?  Yes  No State \_\_\_\_\_

Do you have a current chauffeur's-type license?  Yes  No

Do you have a commercial driver's license?  Yes  No

**Criminal Record: Have you ever been convicted of a crime, other than a minor traffic offense?**

If yes please describe. (note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the congregation before any decision is made.)

Yes  No — Explain: (use a separate sheet if needed.)

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**Applicant's Statement and Release**

I certify that the information in the Application for Paid or Voluntary Employment and in the Voluntary Disclosure Statement is true and complete and I understand that misrepresentation and/or withholding of information will result in the rejection of this application or my discharge if discovered after employment begins. I authorize the Unitarian Universalist congregation or related organization to make inquiries regarding my history and character of prior employers, schools, etc. and hereby release employers, schools or individuals from all liability in responding to inquiry in connection with my application and release the employer from all liability with respect to such inquiries.

I understand that if employed, and unless my employment is under a contract or agreement or covenant that indicates otherwise, I will be an employee "at will" and may terminate my employment at any time with or without cause or notice and that the employer also has that right. I also understand that no representative of the congregation or related organization, other than \_\_\_\_\_, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that such agreement must be in writing. If I am employed, I agree to abide by the employer's policies, rules and procedures and any changes thereto.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

# Voluntary Disclosure Statement

Date of application \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
last first middle

Home Address \_\_\_\_\_  
Street address City State Zip

Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Other names used (e.g. birth name) \_\_\_\_\_

Home Phone ( ) \_\_\_\_ - \_\_\_\_ Alternative ( ) \_\_\_\_ - \_\_\_\_

Drivers Lic. # \_\_\_\_\_ State issued \_\_\_\_\_ Expiration \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**1. Previous residence(s) for last 7 years (include college and home residences):**

Address _____	State _____	Years _____
Address _____	State _____	Years _____
Address _____	State _____	Years _____
Address _____	State _____	Years _____

(continue on a separate sheet if needed)

**2. Have you ever been convicted of any crime relating in any manner to children, youth, or vulnerable adults and/or your conduct with them?**

Yes  No If yes, please explain: (use a separate sheet if needed.)

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**3. Have you ever been convicted of any crime whatsoever involving children, youth or vulnerable adults?  Yes  No If yes, please explain: (use a separate sheet if needed.)**

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**4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, youth, or vulnerable adults?  Yes  No**

If yes, please explain: (use a separate sheet if needed.)

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**5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, youth, or vulnerable adult, including, but not limited to a domestic order for protection?  Yes  No If yes, please explain: (use a separate sheet if needed.)**

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**6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?  Yes  No If yes, please explain: (use a separate sheet if needed.)**

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**I understand that:**

- a. The congregation may deny employment, paid or volunteer, to any person who answers “yes” to any one of questions 2-6. If hired and the congregation later discovers circumstances that would indicate a “yes” answer to any of the above questions, employment may be terminated immediately.**
- b. The congregation may terminate employment or volunteer services of any person if that person is found, regardless of when discovered, to:
  - 1) have a history of complaints of abuse of a minor;**
  - 2) have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor, youth, or vulnerable adult; and/or**
  - 3) have falsified or omitted information in this disclosure statement.****
- c. The information provided on this form is subject to verification, which may include a criminal history check and request from any central registry of child abusers.**
- d. This disclosure must be updated yearly.**

**Signed \_\_\_\_\_ Date \_\_\_\_\_**

**Signed by Minor’s Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_**