

# APPLICATION FOR EMPLOYMENT

## 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.*

*Please return application with cover letter to “Coordinator,” Unitarian Universalist Fellowship of La Crosse, 401 West Avenue South, La Crosse, WI 54601, or by email if it is encrypted, to [coordinator@uulacrosse.org](mailto:coordinator@uulacrosse.org).*

*Gail Berndt  
Personnel Committee Chair*



**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.)

**Applicant's Statement and Release**

*I certify that the information in the Application for Paid or Voluntary Employment and 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 Fellowship of La Crosse 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 the board of trustees, 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 \_\_\_\_\_