



The Episcopal Diocese of East Tennessee

Sample Application

Thank you for your interest in _____ at
(job/position title)

_____. Please complete this form accurately and fully.
(name of parish, worshipping community or institution)

Attach additional sheets if needed. Please complete employment history or attach your resume current to the date hereof. Additional references may be required.

Note: If you are chosen for this position, we will be running public records checks per our Diocesan Safe Church policy.

Name: _____

Street Address: _____

City _____ State _____ Zip _____

How long have you lived at your current address? _____

Phone Number: _____

Email Address: _____

Best method and time to contact you: _____

Are you legally eligible to work in this country? _____

Have you ever been accused of physically, sexually, or emotionally abusing someone?

Yes No If yes, please explain.

EMPLOYMENT HISTORY

Please start with your current or most recent job and identify all employers during the last ten years.

Current Employer: _____

Current Position Title: _____

Location: _____

Company Immediate Supervisor Name: _____

Immediate Supervisor Phone Number: _____

Dates of Employment: _____

Reason for leaving position: _____

Previous Employer: _____

Previous Position Title: _____

Location: _____

Company Immediate Supervisor Name: _____

Immediate Supervisor Phone Number: _____

Dates of Employment: _____

Reason for leaving position: _____

EDUCATIONAL HISTORY

Name of School: _____

Location: _____

Name of Program or Degree attained: _____

Program Participation Dates (Start and End): _____

Name of School: _____

Location: _____

Name of Program or Degree attained: _____

Program Participation Dates (Start and End): _____

REFERENCES

Required. Two references who are not related to you or who are not employers.

Name: _____

Phone Number: _____

Email: _____

How long have you known this person?: _____

Relationship to you: _____

Name: _____

Phone Number: _____

Email: _____

How long have you known this person?: _____

Relationship to you: _____

APPLICANT'S STATEMENT

IMPORTANT. PLEASE READ BEFORE SIGNING.

By my signature placed below, I certify that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date.

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize the parish to contact my present employer (unless otherwise noted on this form), past employers, and references. I understand that the parish may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and motive living, and I have specifically authorize such investigation in conjunction with this application for employment.

I authorize any person, school, current employer, past employer, and organizations named in this job application (and accompanying résumé, if any) to provide the parish with relevant information and opinion, that may be useful to the parish and making a hiring decision, and I release such persons and organizations from any legal liability, and making such statements.

Signature

Date

Witness

Date