



**First United Methodist Church**  
 1300 Westhill / P.O. Box 114, Cleburne, TX 76033  
 (817) 645-6392 office / (817) 645-0645 fax

# Employment/Volunteer Application

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. ALL INFORMATION REQUIRED IN ORDER TO PROCESS BACKGROUND INVESTIGATION. ALL INFORMATION KEPT STRICTLY CONFIDENTIAL. PLEASE RETURN TO CHURCH OFFICE FOR PROCESSING.

Date \_\_\_\_\_

## PERSONAL INFORMATION

FULL Name \_\_\_\_\_

Maiden/Other Names Used \_\_\_\_\_

Address \_\_\_\_\_ City / State \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

How long at above address? \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # and State \_\_\_\_\_

Have you been a volunteer with us before ? (yes or no) If so, when and in what areas did you help ? \_\_\_\_\_

Are you at least 18 years old ? Yes No Marital Status \_\_\_\_\_  
*(Persons under 18 may work only as assistants with other adults)*

Position Applying for: \_\_\_\_\_

What skills and/or experience do you possess which will help you in this position?  
 \_\_\_\_\_

How long have you been an active participant and/or member of this congregation?  
 \_\_\_\_\_

## EDUCATION

School	Address	Major studies	Degrees	Highest grade completed
High School				
College/University				
Vocational				

### PERSONAL REFERENCES

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Relation \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Relation \_\_\_\_\_

### CRIMINAL HISTORY

Have you ever been arrested or convicted of any criminal offense? YES NO

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

(An arrest and/or conviction does not automatically mean you will not be employed. What you were arrested for or convicted of , the circumstances surrounding the arrest/conviction, how long ago this occurred, and what you have done since are important considerations in determining your eligibility. Give all the facts and a fair decision can be made. All details will be kept with strict confidentiality.)

### CONSENT STATEMENT

I have carefully read and understand the notice provided on the following page and consent form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to First United Methodist Church of Cleburne in conjunction with my application for employment and/or as a volunteer. I further understand that this consent will apply during the course of my employment and/or volunteerism with First United Methodist Church of Cleburne, should I obtain such employment and/or volunteer, and that such consent will remain in effect until revoked in a written document signed by me. I further understand and acknowledge that First United Methodist Church of Cleburne will conduct such reports and investigations on an annual basis. Should I decide to terminate my employment and/or volunteer status I will submit in writing to the church office such request and all employment/volunteer renewal reports will cease.

I certify that the information I have provided to First United Methodist Church of Cleburne, on this consent and release form, is correct to the best of my knowledge and I understand that any falsifications, misrepresentations, and/or omissions may result in my disqualification for consideration of employment/volunteer status or, is subsequently employed, my dismissal.

(REFUSAL OR REVOCATION OF CONSENT STATEMENT?—see page 5)

Name of Applicant \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**CONSENT AND RELEASE**

**PLEASE READ THIS NOTICE AND CONSENT FORM CAREFULLY BEFORE SIGNING ON PAGE 2. YOU WILL BE PROVIDED WITH A COPY OF THIS FORM AT ANY TIME UPON REQUEST.**

**NOTICE AND CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT APPLICATIONS AND EMPLOYMENT PURPOSES.**

This form, which you should read carefully, has been provided to you because First United Methodist Church of Cleburne will request consumer reports or investigate consumer reports in connection with your application for employment and/or as volunteer or during the course of your employment and/or as a volunteer with First United Methodist Church of Cleburne, if any. These background checks, and/or investigations, will be performed by First United Methodist Church of Cleburne, in whole or in part, at First United Methodist Church of Cleburne's discretion.

First United Methodist Church of Cleburne's applicant background checks and employee/volunteer investigations will also include the use of consumer reporting agencies to gather and report information to First United Methodist Church of Cleburne in the form of consumer or investigative consumer reports, as regulated by federal law. Such reports, if obtained, will be prepared by consumer reporting agencies and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. First United Methodist Church of Cleburne is not a consumer-reporting agency.

The type of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to; credit reports, criminal records (for the maximum period permitted by applicable state and federal law), court records, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency, from public records, or through personal interviews with co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in such reports may be taken into consideration in evaluating your suitability for employment, promotion, reassignment or retention as an employee and/or volunteer.

If First United Methodist Church of Cleburne requests an investigative consumer report to be performed by a consumer reporting agency, as defined by federal law, you will receive a notice indicating that the report has been requested no later than three days after the request is made to the agency. This additional notice, if issued, will provide you with further information pertaining to federal law governing investigative consumer reports. You will not receive a notice if First United Methodist Church of Cleburne or a person or entity other than a consumer-reporting agency performs the investigation.

Your consent is required by law before First United Methodist Church of Cleburne may obtain a consumer report or investigative consumer report from a consumer reporting agency pertaining to your application for employment and/or as volunteer and thereafter, during the course of your employment, if any, at First United Methodist Church of Cleburne's discretion. Your signature below indicates that you have read and understand that First United Methodist Church of Cleburne may request and review a consumer report or investigative consumer report regarding your background, and that you consent to the release of reports to First United Methodist Church of Cleburne for employment/volunteer purposes. This information may also be considered for any future decisions concerning your employment, promotion, reassignment or retention as an employee/volunteer of First United Methodist Church of Cleburne. Your signature additionally reflects your understanding that such consent will remain in effect indefinitely until you revoke it in writing, as described above.

Only complete the following page if you are REFUSING/REVOKING your current consent statement.

Also be advised that any person(s) REFUSING/REVOKING consent will no longer be able to volunteer in any areas of First United Methodist Church of Cleburne involving children and/or youth.

## **REFUSAL OR REVOCATION OF CONSENT STATEMENT**

In the event that I wish to refuse or revoke my consent, I understand that I may do so by:  
**1. Signing the "Refusal or Revocation of Consent Statement" below, or 2. Sending a signed statement, indicating that I revoke my consent for First United Methodist Church of Cleburne to obtain a consumer report or investigative consumer report, and submitting to:**

**First United Methodist Church of Cleburne  
 Human Resources**

*Refusal to consent to a consumer report or an investigative consumer report (as required by this notice, or any other attempt to interfere or failure to cooperate with First United Methodist Church of Cleburne 's lawful investigation, may result in rejection of your application, withdrawal of an offer of employment/volunteer, or corrective discipline; up to and including termination of employment.*

**(DO NOT SIGN UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT, OR WILL NO LONGER CONSENT, TO First United Methodist Church of Cleburne OBTAINING A CONSUMER REPORT OR AN INVESTIGATIVE CONSUMER REPORT)**

I do not consent to First United Methodist Church of Cleburne obtaining consumer reports or investigative consumer reports about me in connection with my application for employment or for any other employment purposes. If I have previously granted my consent, I hereby revoke that consent and understand that such revocation will take effect immediately after First United Methodist Church of Cleburne receives this written revocation and has actual knowledge to communicate the revocation to those employees or agents who request consumer reports for First United Methodist Church of Cleburne.

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Name of Applicant/Employee

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Applicant/Employee Signature

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Today's Date