

Appendix E

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veterans' status, sexual orientation, or any other legally protected status.

General Information

Name _____ Male ___ Female ___

Home Address

Street/PO Box _____

City _____ State _____ Zip Code _____

Phone _____ E-Mail _____

Education

High School _____ City _____ State _____ Graduation Year _____

College _____ Major _____ Years Attended _____ Degree Granted _____

Past Employment

Employer _____ Address _____ Position _____ Dates _____

Specialized Skills and Knowledge

Software Applications: _____

Languages: _____

Other Skills: _____

List professional, trade, business or civic activities and offices held:

References

Please provide references that include the name of your supervisor for your prior employment. References can also include parishioners of your parish or individuals who have known you from other professional organizations or long-time friends or colleagues.

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
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Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Name _____ Relationship _____
Name of Company _____
Street/PO Box _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Have you even been convicted of a felony? Yes ___ No ___

If yes, please explain _____

Have you even been convicted of a misdemeanor within the past 5 years other than for first offenses for the following: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace? Yes ___ No ___

If yes, please explain _____

Attestation

To the best of my knowledge all statements on this application are correct. I understand that if I have given false information on this application I may be subject to termination. I authorize investigation of all statements contained in this application for employment, as well as my background to include, but not be limited to, public records and criminal files.

I agree to hold harmless from liability any person or organization that provides such information and hold harmless Trinity Church, the officers, employees, agents and volunteers from any and all liability as it relates to any investigation taken by them regarding the information contained in this application. Employment will be considered pending the results of the background investigation or verification of information supplied by you.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time with or without cause and that the Employer may discharge the Employee at any time with or without cause.

Signature _____ Date _____

ADVICE ON INTERVIEWING

A face-to-face interview is a central part of screening. If, during the interview, concerns arise about the fitness of the person for the position, tell them you will make a decision and contact them. Then, consult with clergy or trusted authorities about the concerns. A good question to ponder is, 'Would I want this person to serve in a position of trust with my child'?

Establish a list of questions that you would ask all applicants or volunteers. Keep notes on how they respond. Interview notes should be kept in a secure location.

Interviewing Suggestions:

Generally, when interviewing an applicant or volunteer, you will want in any event to be looking for such traits as:

- openness: a genuine interest in and concern for young people
- dependability
- self-confidence
- self-awareness
- good health and a high energy level
- sense of humor and the ability to relax
- ability to tolerate conflict and discord
- cooperative team spirit: ability to express viewpoints honestly and accept compromise
- emotional stability and good impulse control
- ability to make quick, sound decisions, often independently.

Specific Interviewing Issues for Sexual Misconduct Concerns:

When observing and interviewing an applicant, watch for the following:

- unresolved, negative childhood experiences
- unrealistic expectations of young people
- poor ability to plan ahead or to anticipate the need to intervene
- inflexibility or punitive tendencies
- low self-esteem, isolation, or a tendency to internalize problems
- unstable, evasive or overly anxious behavior
- difficulty in expressing emotions appropriately
- inability to relate to youth except as peers
- lack of personal support system
- over investment in children for personal needs.

Personal experience of child abuse does not, per se, disqualify anyone but should be carefully considered along with other data.

Processing the Application:

At the time the applicant or volunteer has been accepted for the position, you may request that the applicant:

- Provide copies of the degrees or credentials that they have listed on the application. Sometimes individuals claim to have credentials that they do not have. This is a measure of integrity.
- Complete an I-9 form that provides proof of identity and eligibility to work. If the person is a volunteer, request at least a copy of a driver's license as identification.
- Go over child abuse reporting obligations with you. At this time, you should also give incoming staff or volunteers a copy of the Safe Church manual.

Massachusetts Commission Against Discrimination Preemployment Inquiries

Categories	Employers May Ask	Employers May Not Ask
Age	<p>Are you a minor (under the age of 18)? May I have proof that you are 18 or over?</p> <p>Questions on age are allowed if based on a bona fide occupational qualification previously granted by the Commission or if necessary to satisfy provisions of state or federal law; certain public safety provisions presently have age limits for hiring and retiring.</p>	<p>When were you born?</p> <p>How old are you?</p>
Ancestry or National Origin	No questions.	What is your language, ancestry or national origin?
Birthplace	No questions.	Where were you born? Where was your husband/wife born? Where were your parents (or other relatives) born?
Citizenship	Are you a citizen?	Are your parents/husband/wife citizens? Are you/your parents/husband/wife naturalized or native-born citizens? When did you/they become citizens?
Character	Are you honest? Are you trustworthy?	Do you belong to a church? Do you go to church regularly?

Categories

Employers May Ask

Employers May Not Ask

Criminal Records

Have you ever been convicted of a felony? Within the last five years, have you ever been convicted of or released from incarceration for a misdemeanor that was not a first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray or disturbing the peace?

Have you ever been arrested?
Have you ever been convicted of a misdemeanor?

Dependents

No questions.

Do you have any children?
Do you intend to have children? What child care arrangements have you made?

Education

What school, college or vocational program did you attend? Graduate?

The answer to “When did you attend or graduate?” should not be used to determine an applicant’s age.

Experience

What is your work experience?

The answer to a question about date of work should not be used to determine an applicant’s age.

Handicap

No questions except for Affirmative Action purposes only.

Do you have any handicaps?
What kind of handicap do you have? How severe is your handicap?

Marital Status

What is your marital status? But only if both sexes are asked.

What is your maiden name? Or questions that apply to only one sex.

Military Service

Are you a U.S. veteran? What is your U.S. military service history?

Are you receiving a service-connected disability?

Categories	Employers May Ask	Employers May Not Ask
Organizations	Are you a member of any organization that advocates overthrowing the U.S. government by violent means?	Do you belong to the NAACP? B'nai B'rith? Or any organization the nature, name or character of which indicates the religion, race or national origin of its members.
Race	No questions except for Affirmative Action purposes only.	What is your race? Or that a photo accompanies applications.
Relatives	No questions.	Where does your wife, husband, mother, father, or any other relative work or conduct business?
*Religion	No questions.	What religious denomination, church, synagogue do you belong to? What are your religious obligations? What religious holidays do you observe?
Sex	No questions unless Commission has granted a bona fide occupational qualification (BFOQ) for the position, except for Affirmative Action purposes only.	No questions unless Commission has granted a BFOQ.

*Both the Massachusetts Fair Employment Practices Law and Title VII of the 1964 Civil Rights Act prohibit discrimination based on specific factors that include religion. There are limited exceptions for churches in employing persons to do their work. Churches can require that applicants/employees for specific positions be Episcopalian, (e.g., all DRE's, all schoolteachers). Some general discussion about religion and how it relates to the parish, the position and the applicant's work is appropriate. Otherwise, it is recommended that qualified non-Episcopalians be considered for employment, (e.g., bookkeeper, sexton, etc.). For these positions, it is illegal to discuss religion.