

# Episcopal Diocese of Southwestern Virginia Employment Application

The Episcopal Diocese of Southwestern Virginia is an EEO employer committed to the non-discriminatory treatment of all applicants and personnel without regard to age, race, religion, color, sex, disability, national origin, veteran status or any other legally protected status.

*Please print in ink and answer every question.*

<b>Personal</b>							
Name	<i>First</i>	<i>Middle</i>	<i>Last</i>			<i>Application Date</i>	
Address	<i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>		
Contact	<i>Home Phone</i>	<i>Cell Phone</i>	<i>Email Address</i>				
List previous addresses within the United States, except Military, if address changed during the past 2 years.							
Address	<i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>		
Address	<i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>		
Address	<i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>		
<b>General Information</b>							
How did you hear about this position?							
<input type="checkbox"/> Printed advertisement	<input type="checkbox"/> Online (please list web site)		<input type="checkbox"/> Employee (please list)			<input type="checkbox"/> Other (please list)	
Position desired:			Salary requirements:				
Applying for:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Temporary				
Days and hours available:							
	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>To:</i>							
<i>From:</i>							
Date available to start work:							
Can you work overtime when necessary?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Are you under 18 years of age?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Are you legally eligible for employment in the United States?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
(Proof of identity and eligibility will be required upon employment.)							
Have you been employed here previously (either paid or as a volunteer)?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Have you ever applied here before?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Have you ever been convicted of a crime other than a minor traffic offense?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, please describe (A record of conviction will not automatically disqualify an applicant for employment. The circumstances, including nature and date of offense will be considered).							

## Education and Skills

Name And Location	Major Field of Study	Number of Years Completed	Degree
High School			
College			
Post Graduate			
Other training or degrees			

List scholastic honors, offices held, and activities in high school or college: (Omit organizations that may reveal information regarding race, color, sex, religion, national origin, age, citizenship, disability, veteran status, or other protected status.)

Professional licenses or memberships: (Omit organizations that may reveal information regarding race, color, sex, religion, national origin, age, disability, citizenship, veteran status, or other protected status.)

Other skills that may be relevant to the position you are seeking:

## Professional References

Please provide at least two business references (former immediate supervisors or department heads, etc.)

Name	Title	Company Name	Company Address	Telephone Number

## Employment History

1. Present/Last Employer		Employer's Address		Type of Business	
Title of Position		Salary		Dates of Employment	
		Beginning	Present	From (Month/Year)	To (Month/Year)
Duties:					
Reason for leaving:				Supervisor Name & Title	
				Telephone	
				May we contact your present employer?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Previous Employer		Employer's Address		Type of Business	
Title of Position		Salary		Dates of Employment	
		Beginning	Final	From (Month/Year)	To (Month/Year)
Duties:					
Reason for leaving:				Supervisor Name & Title	
				Telephone	
3. Previous Employer		Employer's Address		Type of Business	
Title of Position		Salary		Dates of Employment	
		Beginning	Final	From (Month/Year)	To (Month/Year)
Duties:					
Reason for leaving:				Supervisor Name & Title	
				Telephone	

## Please Read Before Signing

It is the policy of The Episcopal Diocese of Southwestern Virginia to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, disability, national origin, veteran status, familial status, sexual orientation, gender identity or gender expression, or any other characteristic protected by Federal, State or Local law.

In connection with my employment application with The Episcopal Diocese of Southwestern Virginia, I understand that investigative background inquiries are or may be made on myself including consumer, criminal, driving and other reports concerning my character and suitability for employment. These reports will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that The Episcopal Diocese of Southwestern Virginia may request information from various federal, state, and other agencies which maintain records concerning my activities relating to my driving, credit, criminal, civil, and other experiences. I acknowledge that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. Such a request must be made in writing to the Deputy/Canon for Administration within a reasonable time after the completion of this application. I further authorize The Episcopal Diocese of Southwestern Virginia to communicate with persons listed as references, former employers, and any others.

I authorize, without reservation, any party or agency contacted by The Episcopal Diocese of Southwestern Virginia to furnish the above-mentioned information. I agree to hold such persons and The Episcopal Diocese of Southwestern Virginia harmless with respect to any information they may give about me.

I certify that the answers given herein are true and complete. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that any employment relationship with The Episcopal Diocese of Southwestern Virginia is of an "at will" nature, which means that I may resign at any time and The Episcopal Diocese of Southwestern Virginia may discharge me at any time and for any reason, with or without cause or notice. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing and signed by the Bishop of the Diocese. I further acknowledge that any personnel manual, handbook, publication, policy, procedure, rule or regulation that may now or in the future apply to me is not contractual in nature and does not modify the foregoing at-will employment relationship.

In the event of employment, I understand that false, incomplete, or misleading information given in my resume, application or interview(s) may result in refusal of employment or immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of The Episcopal Diocese of Southwestern Virginia. I agree to engage in no outside activity which would involve a conflict of interest with, or which could reflect adversely on The Episcopal Diocese of Southwestern Virginia. I understand this decision rests exclusively with the Diocese in its sole discretion. If employed, I agree to hold in strictest confidence any confidential or proprietary information concerning the Diocese which may come to my knowledge.

This application will be given careful consideration, but acceptance of a completed form does not imply or guarantee employment.

---

Signature/Date

**This application for employment is valid for ninety (90) days. Consideration for employment beyond thirty (30) days from today's date will require a new application.**

CONSUMER REPORT DISCLOSURE

I hereby acknowledge and understand that The Episcopal Diocese of Southwestern Virginia ("the Diocese") may obtain a consumer report, which may include a DMV report, credit report, criminal background check, and/or employment and educational background verification, for employment purposes as a part of the preemployment background investigation of my application for employment with the Diocese and, if I am hired, thereafter at any time during my employment with the Diocese.

By signing below, I am acknowledging that I have read, fully understand and voluntarily agree to the foregoing.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## Pre-Employment Inquiry Release

In connection with my employment or contract for services with The Episcopal Diocese of Southwestern Virginia, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports concerning my character. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that will be requesting information from various federal, state, and other agencies which maintain records concerning my activities relating to my driving, credit, criminal, civil, and other experiences.

I authorize, without reservation, any party or agency contacted by The Episcopal Diocese of Southwestern Virginia to furnish the above-mentioned information.

Name	<div>First</div> <div>Middle</div> <div>Last</div>
Address	<div>Street</div>
	<div>City</div> <div>State</div> <div>Zip</div>
Date of Birth*	
Drivers License Number	
Social Security Number	XXX-XX- [last 4 digits only]

Applicant Signature/Date: \_\_\_\_\_

\* Date of birth is being requested In order to obtain accurate retrieval of records.