

**THE UNITED CHURCH OF BIG RAPIDS
PRESBYTERIAN CHURCH USA & THE UNITED CHURCH OF CHRIST
Safe Church Policy Concerning Abuse & Harassment Prevention**

**The United Church of Big Rapids
Authorized Staff/Volunteer
Application and Disclosure Form**

Name: Last First Middle

Date of Birth (MM/DD/YYYY)

Address: Street City/State Zip code

Daytime Phone Evening Phone Email

References: One reference could be related to you and the other references should not be related to you.

Name

Address City/State Zip code

Telephone Email

Name

Address City/State Zip code

Telephone Email

I have been a member of this church since _____

I have been a friend of this church since _____

I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged, or legally eradicated, misdemeanor convictions for which probation was completed and the case was closed or offenses about which inquiry is not permissible in this state)

True

Not True

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date, and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes

No

If yes, please provide a brief explanation.

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize The United Church of Big Rapids and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

The United Church of Big Rapids authorized volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize The United Church of Big Rapids and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that The United Church of Big Rapids will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of The United Church of Big Rapids Safe Church Policy.

(PRINT NAME & SIGN) **DATE**

(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18) **DATE**

Date and Signature of Person Completing the Items Below

- Michigan State Police Internet Criminal History Access Tool (ICHAT) <https://apps.michigan.gov> review performed on _____
- Personal orientation conducted by staff on _____
- Reference inquiries completed on _____
- United Church Big Rapids Safe Church Policy In-service Completed on _____
- Date and Signature of Approval by Governing Board representative _____