



Staff Relations P.O. Box 632 Princeton, NJ 08542-0632 (609) 921-8900 employment@tenacre.org Fax: (609) 279-2338

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

As a religious institution, Tenacre will apply a religious qualification test when determining eligibility for some positions. However, individuals will be hired, promoted, and transferred without regard to race, color, nationality, national origin, ancestry, sex, age, or disability.

**PLEASE ANSWER EVERY QUESTION
(Please print your responses):**

PERSONAL

Today's Date: _____

Name: _____

Street/City/State: _____

Phone: _____ E-mail: _____

Position(s) for which you are applying: _____

Have you applied here before? _____ If so, approximately when? _____

Have you worked here before? _____ If so, approximately when? _____

BACKGROUND & AVAILABILITY

Have you been convicted of or plead guilty to a criminal offense or been imprisoned or in jail? _____

Are you currently listed on any offender registry in any state? _____

If you responded "yes" to either of these questions, please describe the underlying offense(s) and circumstances: _____

Are you on lay-off or subject to recall? _____

When are you available to work?

Start date: _____

Hours available (include availability to work nights): _____

Are you able to provide proof of eligibility for employment status in the United States as required by the Immigration Reform & Control Act, as shown on the I-9? _____

EDUCATION:

Please circle highest grade completed: 6 7 8 9 10 11 12 13 14 15 16 16+

Degree: _____ Major field of study: _____ Institution: _____

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PREVIOUS EMPLOYMENT: (Current or most recent employer first)

1. Company name and address: _____

Supervisor: _____ Phone: _____

Position: _____

Duties: _____

Rate of pay: _____ Reason for leaving: _____

Start date: _____ End date: _____

2. Company name and address: _____

Supervisor: _____ Phone: _____

Position: _____

Duties: _____

Rate of pay: _____ Reason for leaving: _____

Start date: _____ End date: _____

3. Company name and address: _____

Supervisor: _____ Phone: _____

Position: _____

Duties: _____

Rate of pay: _____ Reason for leaving: _____

Start date: _____ End date: _____

May we contact the above employers for references? _____

If no, please explain why not: _____

PERSONAL REFERENCES

Please list the name, contact information, and relationship (if any) of personal references Tenacre may contact for information about you:

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

E-mail: _____

Relationship: _____

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

E-mail: _____

Relationship: _____

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

E-mail: _____

Relationship: _____

Please notify the references listed above that you have authorized Tenacre to contact them.

OTHER INFORMATION

Please list any special skills, qualifications, requirements, or other information you wish to bring to Tenacre's attention. You may, but are not obligated, to volunteer information about a protected status.

AUTHORIZATION & ACKNOWLEDGMENT

I understand and do hereby acknowledge that, if hired, my employment will be terminable-at-will. This means that my employment will be subject to termination by me or by my employer at any time, for any reason, with or without cause or prior notice.

By signing below, I authorize Tenacre to contact my previous employers and/or other persons who may have knowledge about me. I authorize a thorough investigation of my past employment and activities and agree to cooperate in such investigation. In furtherance of that investigation, I have signed the attached "Authorization to Obtain Investigation Reports." To encourage candor and cooperation by persons and employers who may be contacted by Tenacre, I authorize such persons and employers to communicate with Tenacre, and I release them from any liability to me for doing so. I authorize Tenacre to show this authorization to persons and employers it contacts. I acknowledge that in responding to Tenacre's questions, those persons and employers can rely on my representations in this paragraph.

I also understand that a pure and harmonious mental atmosphere is vitally important to fulfilling Tenacre's religious purpose. This means, among other things, that all employees work cooperatively and quietly together and speak kindly to everyone, that profanity is not used anywhere on Tenacre's campus, and that smoking is not permitted when on duty or outside of designated smoking areas.

I understand that intentional falsehoods or inaccuracies on this application may mean my immediate disqualification from consideration for any employment at Tenacre (or my dismissal, if discovered after hiring). Accordingly, I hereby certify that all the information I have given is true and complete.

Signature

Date

AUTHORIZATION TO OBTAIN INVESTIGATION REPORTS

I hereby authorize Tenacre to obtain any investigation reports on me in connection with my application for employment and/or at any time during my employment with Tenacre if I am hired. I understand that such reports will be used for employment purposes including, but not limited to, hiring, reassignment, promotion, retention, and rehiring.

I have received, read and understand the attached Notice and Disclosure explaining that such investigation reports may include information concerning my creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or mode of living. I understand that information may be obtained from personal interviews with professional and personal acquaintances.

I understand that Tenacre and its agents are not responsible for the accuracy or completeness of the information contained in investigation reports. I release Tenacre and its agents from all liability, claims, and lawsuits with respect to the information obtained and used by Tenacre.

I understand that this authorization does not obligate Tenacre to offer employment to me. I also understand that, if Tenacre hires me, this authorization will continue in force and will remain valid until such time as I inform Tenacre, in writing, that I wish to revoke this authorization.

Signature: _____

Print Name: _____

Date: _____

To facilitate the background check and help ensure that information received relates to the applicant and not to other persons with the same or a similar name, please provide the following identifying information.

FULL NAME: _____

OTHER NAMES USED IN PAST 10 YEARS: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

DRIVERS LICENSE: STATE _____ NUMBER _____

ADDRESSES FOR PAST THREE YEARS: _____

FAIR CREDIT REPORTING ACTS NOTICE AND DISCLOSURE

Tenacre may obtain investigation reports about an applicant in connection with an application for employment. Tenacre may also obtain such reports at anytime during an employee's employment with Tenacre. Information gathered through such investigations is used for employment purposes including, but not limited to, hiring, reassignment, promotion, retention, and rehiring.

An investigation report may include information concerning creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or mode of living. Examples of investigation reports include, but are not limited to, criminal background reports, motor vehicle driving records, credit histories, reference checks, verification of education or past employment, and investigations into theft, fraud, harassment and work place violence. This information may be obtained from personal interviews with professional and personal acquaintances. With the exception of investigations into suspected misconduct of Tenacre employees, an applicant or employee has the right to request in writing, within a reasonable period of time, a complete disclosure of the nature and scope of an investigation involving personal interviews.

Because errors can occur, an applicant deemed ineligible for employment as a consequence of an investigation report will receive notice of this fact. It will be the applicant's responsibility to contact the source of the information and to correct any errors. Tenacre accepts no responsibility for the accuracy of information contained in investigation reports. Tenacre is under no obligation to test the accuracy of such information, or to postpone an employment decision to permit an applicant an opportunity to challenge information, or to seek to correct it.

This Notice and Disclosure is made pursuant to the federal Fair Credit Reporting Act (FCRA). The FCRA is designed to promote the accuracy, fairness, and privacy of information maintained in the files of a Consumer Reporting Agency (CRA). Most CRAs are credit bureaus that gather and sell information about consumers – such as whether a consumer pays bills on time or has filed bankruptcy – to creditors, employers, landlords, and other business. Because employee background checks sometimes use information from CRAs, the FCRA is sometimes applicable to employers. The complete text of the FCRA, 15 USC Section 1681-1681u, and a description of a consumer's right under the FCRA are available at the Federal Trade Commission's Web site <http://www.ftc.gov>.

Security Addendum

Tenacre is located in a residential setting in Princeton Township, New Jersey, bordered by private homes and several private schools. It is important to be able to verify that an applicant is free from behavior that is aggressive or harmful to others, or any other behaviors that might interfere with the welfare of the surrounding community.

I affirm that I do not have a history of behavior that is aggressive or harmful to others.
_____ (Please Initial)

Please provide the names and telephone numbers of two references who are well-acquainted with you, have knowledge of your behavior in the past, and can describe your demeanor and behavior.

Name

Name

Phone #

Phone #

City, State

City, State

E-mail

E-mail



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EMPLOYMENT APPLICATION SUPPLEMENT
(FOR RELIGIOUSLY-QUALIFIED POSITIONS AND/OR RESIDENT MINISTRY)

Name: _____

How long have you been a member of The Mother Church? (If hired, you must present a copy of the acknowledgment of your most recent annual per capita payment.)

Are you currently a member of a branch church? _____ If so, where? _____

Describe briefly what church work you have done (committees on which you have served, positions held, special activities, etc.): _____

Have you had Primary Class instruction? _____ If so, when? _____

With whom? _____

What else would you like to tell us about your study and application of Christian Science? _____

The position for which I am applying has the following qualifications:

1. Is currently a member of The Mother Church
2. Is an active member of a branch church or society; attends church
3. Is an active student of Christian Science and studies the Bible Lesson on a daily basis; owns and studies the Bible and the writings of Mary Baker Eddy, including *Science and Health with Key to the Scriptures*, *Prose Works*, and the *Church Manual*
4. Subscribes to the Christian Science periodicals as directed in the Church Manual (Article VIII Sect. 14)
5. Relies radically on Christian Science; is free from any medical reliance or involvement
6. Is free from the use of tobacco, alcohol, drugs and medication; does not engage in sexual relationships outside of heterosexual marriage
7. Lives a lifestyle that expresses a consistently high ethical standard
8. Has a high school diploma or equivalent, or is actively working on it
9. Is able to read, write, and speak English
10. Is able to fulfill the scheduling commitments required to accomplish the work of the department

I understand that to deviate from these standards at any time during my employment would disqualify me for a religiously-qualified position.

Signature

Date

REFERENCES FROM CHRISTIAN SCIENTISTS

(If possible, list one who is a Christian Science practitioner listed in *The Christian Science Journal*.)

In addition to the supervisors and personal references listed on my application, the following are names and addresses of three Christian Scientists with whom I have been in recent contact and who can attest to my current character and practice of Christian Science.

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

E-mail: _____

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

E-mail: _____

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

E-mail: _____

I agree to notify the references listed above and advise them that I have authorized Tenacre to contact them.

Signature

Date

Print

Submit

Reset