

# APPLICATION FOR EMPLOYMENT

\_\_\_\_\_  
Date of Application

Please Print Legibly

## 1. POSITION

Position Applying For	Hours Available For Work	<input type="checkbox"/> Full-time <input type="checkbox"/> Week Ends <input type="checkbox"/> Summer <input type="checkbox"/> Part-time	Date Available For Work
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## 2. PERSONAL INFORMATION

Last Name	First Name	Middle Name or Initial	Other Names Used
Current Address		City, State and Zip Code	
Previous Address		City, State and Zip Code	
Previous Address		City, State and Zip Code	
Home Phone (With Area Code)	Day time phone (if different)	Email address	Social Security Number

## 3. EDUCATION

List the last three schools you attended

School	City/State	Dates Attended (mo/yr) From: To:	Graduate? Indicate: Yes or No	Degree/Major

Please answer the following two questions:

4. Are you a United States citizen or alien legally authorized to work in the United States?  Yes  No
5. Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? (A criminal conviction will not necessarily disqualify you from consideration for employment.)

No  Yes (if yes, please explain fully using a separate sheet if necessary)

6. Why do you want to work at Providence Church?

7. Are you related to anyone on staff or on the Staff Relations Team at Providence Church?  
 If so, please list name and relationship. \_\_\_\_\_

**CHURCH HISTORY (OPTIONAL)**

8. Please provide the following information concerning your church background over the past five years (If applicable).

Current Church	Member: Yes/ No Years:	Address	Phone
Previous Church	Member: Yes/ No Years:	Address	Phone
Previous Church	Member: Yes/ No Years:	Address	Phone
Church Volunteer Positions held:			
Boards, Committees or Task Forces on which you have served:			
Have you ever served on a Church staff: Yes/ No	If yes, Name and Address of Church		Phone
Title of Position(s) held:			
Name of Direct Supervisor:	Address:	Phone	

9. Would you like to briefly describe your spiritual journey? (OPTIONAL)

## EMPLOYMENT HISTORY

10. List all employers (including military service) over the last ten years in order beginning with the current or most recent employer. Please attach another sheet if necessary.

Current or last Employer			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Describe briefly your responsibilities and what you liked or disliked about the position					

Employer:			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Describe briefly your responsibilities and what you liked or disliked about the position					

Employer			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Describe briefly your responsibilities and what you liked or disliked about the position					

## TRAINING and EXPERIENCE

11. List any additional training or experience you have had that qualifies you for the position you are seeking, including training courses attended or any professional license or certification: (you may attach a second sheet if desired)

## EMPLOYMENT INFORMATION

12. The job description for the job that you seek at Providence United Methodist Church is attached to this application or provided previously. Have you read the job description?  Yes  No
13. The job description lists the essential functions of the job. Can you perform all of the essential functions of the job, with or without reasonable accommodation?  Yes  No

## SPECIAL SKILLS

Word  Excel  PowerPoint  Data Entry  Ten Key Other \_\_\_\_\_

14. Please list additional skills or special skills and qualifications acquired from employment or other experiences that may have prepared you for work with Providence Church:

## ADDITIONAL INFORMATION

15. Use the space below to summarize any additional information you would like us to know or to expand any statements made in other sections of this application form. Attach additional sheets if necessary.

## PLEASE READ BEFORE SIGNING

### Accuracy/Verification of Information:

I promise that the information provided in this Application (and accompanying resume, if any) is true and complete, to the best of my knowledge, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date.

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize Providence United Methodist Church to contact my references and past employers to information concerning my past experiences, education and personal character.

I authorize any persons, schools current employers, past employers, organizations and agencies to provide Providence United Methodist Church with relevant information and opinion that may be used in employment decisions. In consideration of the church's review of this application, I release it and all providers of information from any liability as a result of furnishing and receiving this information.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_