

Employment Application
California Heights United Methodist Church
3759 Orange Avenue, Long Beach, CA 90807
562-595-1996
562-424-8232 fax

office@calheightsumc.org

Please print legibly. You are also welcome to attach a resume.

Last Name First Name Middle Name or Initial Date

Address

Home Phone Work Phone Cell phone Email Address

Employment Desired

Position applying for: _____

Personal Information

Have you ever applied to or worked for California Heights UMC before? ___ Yes ___ No
If yes, when? _____

Why are you applying for work at California Heights UMC? _____

If hired, would you have a reliable means of transportation to and from work? ___ Yes ___ No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? _____ Yes ___ No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?
(Convictions for marijuana-related offenses that are more than two years old need not be listed)
_____ Yes ___ No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for, may, however, be considered).

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ___ Yes ___ No

July 2003

Education, Training and Experience

		No. of years Completed	Did you graduate?	Degree or Diploma
High School	_____	_____	___ Yes ___ No	_____
	Name and City, State			
College or University	_____	_____	___ Yes ___ No	_____
	Name and City, State			
Other	_____	_____	___ Yes ___ No	_____
	Name and City, State			
Other	_____	_____	___ Yes ___ No	_____
	Name and City, State			

Employment History

List below employment history starting with current or most recent employer (last five years is sufficient).

_____	_____
Name of Employer	Type of Business
_____	_____
Address	Phone
_____ to _____	_____
Dates of Employment	Your position and duties
_____	_____
Reason for leaving	Supervisor's Name
May we contact this employer for a reference? ___ Yes ___ No	

_____	_____
Name of Employer	Type of Business
_____	_____
Address	Phone
_____ to _____	_____
Dates of Employment	Your position and duties
_____	_____
Reason for leaving	Supervisor's Name
May we contact this employer for a reference? ___ Yes ___ No	

Name of Employer

Type of Business

Address

Phone

_____ to _____
Dates of Employment

Your position and duties

Reason for leaving

Supervisor's Name

May we contact this employer for a reference? ___ Yes ___ No

References

List below three people not related to you who have knowledge of your work performance within the last three years.

Name

Name

Name

Street Address

Street Address

Street Address

City, State, Zip

City, State, Zip

City, State, Zip

Phone number

Phone number

Phone number

Occupation

Occupation

Occupation

No. of years acquainted

No. of years acquainted

No. of years acquainted

Please read carefully, initial each paragraph and sign below.

initial I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

initial I hereby authorize the church to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the church any and all information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the church, my former employers and all

