

# FIRST UNITED METHODIST CHURCH

## EMPLOYMENT APPLICATION

<b>PLEASE PRINT</b>		Today's Date _____	
_____	_____	_____	_____
First Name	MI	Last Name	Preferred Name/Nickname
_____	_____	_____	_____
Street Address	Apt #	City / State / Zip	
_____	_____	_____	
Home / Cell Phone	Work Phone	E-Mail Address	
_____	_____	_____	

### PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION

Position applying for: \_\_\_\_\_

When are you able to start work? Date: \_\_\_\_\_

Are you interested in: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Summer

Desired Pay: Hourly Pay: \$\_\_\_\_\_ (minimum) Annual Pay: \$\_\_\_\_\_ (minimum)

How did you hear about the position: \_\_\_\_\_ Ad \_\_\_\_\_ Internet \_\_\_\_\_ Friend \_\_\_\_\_ Other

Do you have any commitments to another employer that might affect your employment with us? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

What type of driver's license do you have? \_\_\_\_\_ Operators \_\_\_\_\_ Commercial (CDL)

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Rio Texas Conference, United Methodist Church will verify the status of every individual offered employment with the Conference. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

**Are you authorized to work in the United States?**       Yes       No

**Are you over 18 years of age?**       Yes       No

**Have you ever been convicted of a felony?**       Yes       No

**Within the last two years, have you been convicted of a misdemeanor which resulted in imprisonment?**  
 Yes     No

If yes to either, please explain: *(Note: A conviction will not necessarily disqualify you for the job requested)*

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### SKILLS AND QUALIFICATIONS

Summarize any special skills and qualities that might qualify you as being able to perform job-related functions for the position for which you are applying for. ***(Feel free to attach a Resume)***

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### EDUCATION

Name & Address of School	Major Subject	Did you Graduate?	Type of Degree / Diploma
HIGH SCHOOL			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

**WORK HISTORY**  
(MOST RECENT JOB FIRST)

	COMPANY NAME			YOUR POSITION & TITLE
FROM ____/____ Month Year	NO & STREET			SUPERVISOR'S NAME & TITLE
	CITY	STATE	ZIP CODE	SUPERVISOR'S PHONE NUMBER
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$
TO ____/____ Month Year	MAY WE CONTACT YOUR SUPERVISOR?  ____YES      ____NO		TERMINATION ____Voluntary ____Involuntary	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES			

	COMPANY NAME			YOUR POSITION & TITLE
FROM ____/____ Month Year	NO & STREET			SUPERVISOR'S NAME & TITLE
	CITY	STATE	ZIP CODE	SUPERVISOR'S PHONE NUMBER
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$
TO ____/____ Month Year	MAY WE CONTACT YOUR SUPERVISOR?  ____YES      ____NO		TERMINATION ____Voluntary ____Involuntary	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES			

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	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$
TO ____/____ Month Year	MAY WE CONTACT YOUR SUPERVISOR?  ____ YES      ____ NO		TERMINATION ____ Voluntary ____ Involuntary	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES			

## REFERENCES (OTHER THAN RELATIVES)

NAME	RELATIONSHIP	COMPANY	PHONE NUMBER

**PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION**

I have submitted the attached form to First United Methodist Church for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the Church to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination of that employment with the Conference.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with First United Methodist Church in the position I am seeking.

*I understand that this application is not an employment contract for any specific length of time between the Church and me, and that in the event I am hired, employment will be "at will" and either the Church or I may terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Church to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Church's part. The Church may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.*

References: I hereby authorize the Church and its agents to make an investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the Church and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications. If you are selected, any employment with First United Methodist Church may be conditioned upon passing a background and drug screening.

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Signature

Date