

EMPLOYMENT APPLICATION
for
FIRST UNITED METHODIST CHURCH
946 Vermont Street
Lawrence, KS 66044

PLEASE ANSWER ALL QUESTIONS:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____ Work Telephone: _____ Other Telephone: _____

Email Address _____

How did you find out about this position?: _____

TYPE OF WORK DESIRED:

Indicate the position for which you are applying: _____

Date available for work: _____

Do you have any commitments to another employer which might affect your employment with First United Methodist Church?

EDUCATIONAL DATA:

Print Name, Address, City, State and Zip Code for each school
include your major for College & Graduate School

Highest Level
Completed

Diploma
or Degree

High School:

Yes No

College:

Date Rec'd

Graduate School:

Date Rec'd

EMPLOYMENT HISTORY:

Please list all employment for the past five years, beginning with the most recent, and employment prior that which you think is relevant to this job. Use the back of this page if more space is needed. May we contact your current employer? Yes _____ No _____

1. Employer: _____

Employed from: _____ To: _____

Address: _____

Telephone: _____

Your job title: _____

Number of hours worked per week: _____

Start of employment salary: \$ _____

Job duties at start of employment: _____

End of employment salary: \$ _____

Job duties at end of employment: _____

Reason for leaving: _____

Supervisor's name: _____

2. Employer: _____

Employed from _____ To: _____

Address: _____

Telephone: _____

Your job title: _____

Number of hours worked per week: _____

Start of employment salary: \$ _____

Job duties at start of employment: _____

End of employment salary: \$ _____

Job duties at end of employment: _____

Reason for leaving: _____

Supervisor's Name: _____

3. Employer: _____

Employed from _____ To: _____

Address: _____

Telephone: _____

Your job title: _____

Number of hours worked per week: _____

Start of employment salary: \$ _____

Job duties at start of employment: _____

End of employment salary: \$ _____

Job duties at end of employment: _____

Reason for leaving: _____

Supervisor's Name: _____

GENERAL INFORMATION:

Have you previously applied for employment at First United Methodist Church?

Yes _____ No _____

If yes, when? _____

Have you previously been employed at First United Methodist Church?

Yes _____ No _____

Are any of your relatives employed at First United Methodist Church?

Yes _____ No _____

If yes, please list name(s): _____

Are you legally entitled to work in the United States?

Yes _____ No _____

Please include any other information you think would be helpful in considering you for employment, including additional work experience, special training, certifications, articles/books published, activities, accomplishments, and so forth. Exclude all information indicative of age, sex, race, religion, color, national origin, and handicap.

REFERENCES: Please provide three references who have known you for more than 2 years (other than persons related to you):

<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Phone Number</u>
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CRIMINAL RECORD:

Have you ever been convicted of a crime (other than minor traffic offenses)?

Yes _____ No _____

If yes, describe in detail the crime for which you were convicted, the date of the conviction, and the Court in which you were convicted:

APPLICANT'S REPRESENTATIONS FOR EMPLOYMENT:

Should I be employed by First United Methodist Church, I agree to conform to First United Methodist Church's rules and regulations, and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either First United Methodist Church or myself.

I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

I authorize First United Methodist Church to gather relevant background information on me, including authorization to contact persons, schools, current employer (if indicated), previous employers, references, and organizations named in this application. I authorize persons, schools, current employer and previous employers, and organizations named in this application to provide First United Methodist Church with any such information. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

This application has been read and completed by me in its entirety.

Signature

Date