

Grace Community United Methodist Church is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, age, sex, national origin or disability as defined in the Americans with Disabilities Act.

Grace Community UMC

APPLICATION FOR EMPLOYMENT

This application will be given every consideration but its receipt does not guarantee employment. No action will be taken on this application unless all questions are answered.

Date: _____

APPLICANT INFORMATION

Name: _____

Telephone No. _____

Address: _____

Are you at least 18 years of age? Yes No If no, please state your age _____

Can you perform the essential functions for which you are applying, with or without reasonable accommodations? Yes No

Have you ever applied to or worked for Grace Community UMC before? Yes No If Yes, when? _____

Do you have any relatives working for Grace Community UMC? Yes No If Yes, state their name _____

Have you ever been convicted of a violation of law, other than a minor traffic violation? Yes No If yes, please explain _____
 _____ (A conviction will not necessarily disqualify you from employment)

Have you ever been discharged or asked to resign from a job? Yes No If yes, please explain _____

Please list any other names under which you have worked (i.e., maiden, etc.) _____

Please list your home addresses for the last 10 years

Address	City, State & Zip	County	From (Mo./Yr.)	To (Mo./Yr.)

EMPLOYMENT INFORMATION

Position applied for _____ Full Time Part-Time Salary Expected _____ Date available to start _____

EDUCATION

School	Name and Location	Dates Attended	Did you graduate?	Course of Study	List Diploma or Degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Are you a licensed professional? Yes No If Yes, please provide Title _____ State Issued _____ Expiration Date _____

EMPLOYMENT HISTORY Please list ALL present and past employment beginning with your most recent (If necessary you may attach additional sheets.)

Company Name	Position Held	Reason for leaving
Address	Emp. Dates	Pay Rate
Phone	If present employer, can we call <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name	Position Held	Reason for leaving
Address	Emp. Dates	Pay Rate
Phone		
Company Name	Position Held	Reason for leaving
Address	Emp. Dates	Pay Rate
Phone		
Company Name	Position Held	Reason for leaving
Address	Emp. Dates	Pay Rate
Phone		

SKILLS Please check if you have had experience or training in any of the following skills

- Typing _____ WPM
 Shorthand _____ WPM
 Ten Key (by touch)
 Computerized Bookkeeping/Accounting _____ Software
 Windows _____ Version LAN - Windows NT Novell
 Internet
 Desktop Publishing _____ Software
 Microsoft Word/Word Perfect Level - Beg. Inter. Adv.
 Excel/Lotus - Level Beg. Inter. Adv.
 PowerPoint - Level Beg. Inter. Adv.

APPLICANT'S AGREEMENT AND CERTIFICATION – Please read carefully

I hereby certify that I have not knowingly withheld any information that may 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 statement on this application or on any documents 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.

I hereby authorize Grace Community United Methodist Church to thoroughly investigate my references, work records, education and other matters related to my suitability for employment. I further authorize all persons and entities (including but not limited to my current employer and former employers, applicable government agencies, law enforcement agencies, educational institutions, credit agencies) to disclose to Grace Community United Methodist Church any letters, reports and other information about me, without giving me prior notice of such disclosure. In addition, I hereby release Grace Community United Methodist Church and my current and former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in this application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and Grace Community United Methodist Church. In addition, I understand that if I am employed, my employment relationship with Grace Community United Methodist Church is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or Grace Community United Methodist Church and that no promises or representations contrary to the foregoing are binding on Grace Community United Methodist Church unless made in writing and signed jointly by an authorized agent of the Staff-Parish Relations Committee and myself. If employed, I agree to abide by all present and subsequently issued personnel policies and procedures.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

My signature below certifies that I have read and understood this entire page and agree to the terms and conditions outlined in this document.

Signature of Applicant

Date

Social Security No.

Drivers License No.

State