

EMPLOYMENT APPLICATION
Epworth United Methodist Church

Name: _____ Today's Date: _____

Address: _____

Home Phone: _____ Alt Phone: _____

Referred by: _____

Position Applied For: _____

Date you can start: _____

Are you over the age of 18? Yes No

Have you ever been employed by Epworth UMC before? Yes No
If yes, when? _____

Are you willing to work (as necessary):
 Weekends? Yes No
 On Call (ex. Funeral, etc.) Yes No

Do you have a valid North Dakota Drivers License? Yes No

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States?

Yes No

Are you willing and able to perform, in a reasonable and safe manner, all activities involved in the
position for which you have applied? Yes No

A job description, for the position applied for, is attached.

If no, please explain.

Have you been convicted of a crime within the last 5 years (excluding minor traffic violations) including driving under the influence of alcohol or drugs? Yes No

If yes, state the nature of offense, when, where and disposition:

*A conviction record will not necessarily be a bar to employment. This information will be used for job-related purposes and only to the extent permitted by law.

EMPLOYMENT HISTORY: List in order, last or current employer first. Account for any gaps in your employment.

Employer Name: _____ Telephone: _____

Address: _____

Supervisor: _____

Dates Employed: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Duties:

Employer Name: _____ Telephone: _____

Address: _____

Supervisor: _____

Dates Employed: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Duties:

Employer Name: _____ Telephone: _____

Address: _____

Supervisor: _____

Dates Employed: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Duties:

If you need more room to complete your prior work history, please use the back of this page or additional sheets of paper.

EDUCATION:

School: _____ Address: _____

Course of Study: _____ Years Completed: _____

Did you graduate? _____ Diploma or Degree Received: _____

Are you a veteran? _____

SPECIAL SKILLS:

Please list technology and programs in which you are proficient.

Describe your capabilities in working with children of various ages and abilities.

Have you ever been denied the opportunity to work with children? Yes _____ No _____

If yes, please explain further.

Please describe why you are interested in working for Epworth UMC and list any other skills and abilities that you feel especially qualify you for a position with us.

REFERENCES: (DO NOT LIST RELATIVES)

1. Name _____ Telephone _____

Address _____ Years Known _____

2. Name _____ Telephone _____

Address _____ Years Known _____

3. Name _____ Telephone _____

Address _____ Years Known _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Epworth UMC, creates an actual or implied contract of employment. I understand that, if I accept employment with Epworth UMC, it will be at an at-will basis. This means that either Epworth UMC or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I authorize Epworth UMC to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Epworth UMC and its employees from all liability arising from such investigation.

Signature of Applicant: _____ **Date** _____

Epworth UMC considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with Federal laws prohibiting discrimination in employment.

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Epworth UMC will verify the status of every individual offered employment with the Church. 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 required by law to verify your identification and employment authorization upon employment.

Interviewed By: _____ Date: _____

Hired: Yes No

Starting Date: _____

Salary: _____