

HARRISON UNITED METHODIST CHURCH

Employment Application



Harrison Church
A UNITED METHODIST COMMUNITY

APPLICANT INFORMATION

| | | | | |
|---|--|--|---|------|
| Last Name | | First | M.I. | Date |
| Street Address | | | Apartment/Unit # | |
| City | | State | ZIP | |
| Phone | | E-mail Address | | |
| Date Available | | Social Security No. | Desired Salary | |
| Position Applied for <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary | | | | |
| Are you a citizen of the United States? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| Have you ever worked for this company? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | If yes, when? | |
| Have you ever applied here before? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | If yes, when? | |
| Have you ever been convicted of a misdemeanor or felony? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | If yes, explain | |
| Are you of legal age to work? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | | |

PERMISSION TO WORK

If employment is offered, can you produce identification such as a US Passport, Driver's License or Photographic Identification issued by the state? YES NO

If employment is offered, can you submit a Birth Certificate, Social Security Card, Certificate of US Citizenship or verification of your legal right to work in the US? YES NO

If you are under 18, can you furnish a work permit? YES NO

EDUCATION

| | | | | |
|-------------|----|-------------------|--|--------|
| High School | | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| College | | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| Other | | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |

SAFE SANCTUARY POLICY: (CHILDREN, YOUTH AND VULNERABLE PERSONS PROTECTION POLICY)

Are you willing to provide information for a Background Check including criminal check and reference checks? YES NO

Have you ever been convicted of, or pled guilty to, physical and/or sexual abuse of children, neglect of children, or other serious crimes against persons (rape, assault, domestic violence, etc.), or against whom such charges are pending? YES NO

RELIGIOUS AFFILIATION

| | | | |
|--------------------------------|--|------------------|--------|
| Do You regularly attend Church | YES <input type="checkbox"/> NO <input type="checkbox"/> | If YES :Location | Pastor |
| Phone | Committees/Offices | | |
| Volunteer Activities | | | |

SCHEDULE

Do you have any schedule obligations or commitments coming up that we need to know about? YES NO
 If yes, please explain:

Are you willing to work Sundays if position requires? YES NO

Would you be willing to work flexible hours (including weekends)? YES NO
 How many hours per week do you want to work? Minimum _____ Maximum _____

PREVIOUS EMPLOYMENT

| | | | |
|---|--------------------|--------------------|--|
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |

MILITARY SERVICE

| | | |
|----------------------------------|-------------------|----|
| Branch | From | To |
| Rank at Discharge | Type of Discharge | |
| If other than honorable, explain | | |

DISCLAIMER AND SIGNATURE

Harrison UMC is recognized as an exempt religious organization, under Section 702 of the Civil Rights Act of 1964 (42 United States Code §2000e-1), allowing employment decisions based on religious belief and conduct. On a separate Word document, please respond to the following questions: Do you consider yourself a "born again" Christian? What events in your life relate to this belief? Please describe your relationship with Jesus Christ, and your beliefs concerning "The Father, The Son, and The Holy Ghost." Please also include any other information you wish us to consider about your religious faith and life in this area.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date