

Fairview United Methodist Church

**Employment Application Form**

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NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PERMANENT ADDRESS (if different): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Applying for:       Regular full-time       Regular part-time       Temporary

Describe availability (if applicable): \_\_\_\_\_

Have you ever applied for a Fairview United Methodist Church position before? No  Yes

— If yes, when? \_\_\_\_\_

Do you have any friends or relatives employed by Fairview United Methodist Church? No  Yes

— If yes, please share details (name, position, relationship):

\_\_\_\_\_  
\_\_\_\_\_

Are you a Christian? \_\_\_\_\_

Please write a short paragraph telling how you became a Christian: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where do you regularly attend church? \_\_\_\_\_ How long? \_\_\_\_\_

Are you a member of Fairview United Methodist Church? No  Yes  — If yes, date joined: \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes  No

Are you at least 18 years old? (If under 18, hire is subject to being of minimum legal age to work)

Yes  No

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If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes  No

Have you ever been arrested or convicted of a crime (other than moving violations)? Yes  No

— If yes, please explain. \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes  No

If no, describe the functions that cannot be performed:

\_\_\_\_\_  
\_\_\_\_\_

Are you currently employed? Yes  No

If so, may we contact your current employer? Yes  No

Some of those with whom we communicate might not speak English. Do you speak, write, or understand any foreign language(s)? Yes  No

If yes, which languages? \_\_\_\_\_

**EDUCATION**

School	Name, Address, City, State, Zip	# Years Completed	Did you Graduate?	Degree or Diploma
<b>High School</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>College/ University</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Graduate School</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Vocational/ Business</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Vocational/ Business</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	

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**EMPLOYMENT HISTORY**

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Employed From/To	Company Name, Address, City, State, Zip	
		Phone: ( ) -
		Supervisor's Name:
		His/Her Extension:
	Your Job Title:	
	Your Duties:	
	Reason for Leaving:	
	May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Phone: ( ) -
		Supervisor's Name:
		His/Her Extension:
	Your Job Title:	
	Your Duties:	
	Reason for Leaving:	
	May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Phone: ( ) -
		Supervisor's Name:
		His/Her Extension:
	Your Job Title:	
	Your Duties:	
	Reason for Leaving:	
	May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Attach additional pages if necessary.

**REFERENCES**

List below three persons not related to you who have knowledge of your work performance within the last three years.

	Address, City, State, Zip
First & Last Name:	
Phone:	
Occupation:	# Years Acquainted:
First & Last Name:	
Phone:	
Occupation:	# Years Acquainted:
First & Last Name:	
Phone:	
Occupation:	# Years Acquainted:

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**Please read carefully, initial each paragraph, and sign below.**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect  
*Initials* 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 have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document 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 Fairview United Methodist Church to thoroughly investigate any references,  
*Initials* work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Fairview United Methodist Church any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Fairview United Methodist Church, my 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 the application, or conveyed during any interview which  
*Initials* may be granted or during my employment, if hired, is intended to create an employment contract between me and Fairview United Methodist Church. In addition, I understand and agree that if I am employed my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Fairview United Methodist Church, and that no promises or representations to the contrary are binding on Fairview United Methodist Church unless made in writing and signed by me and the Staff Parish Relations Committee Chair.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment,  
*Initials* conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by Fairview United Methodist Church, I am entitled to copies of any such public records obtained by Fairview United Methodist Church unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*