



101 RANDOLPH STREET
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EMPLOYMENT APPLICATION

PERSONAL INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ Mobile Phone: _____

E-MAIL: _____

POSITION APPLIED FOR: _____ DATE AVAILABLE TO START: _____

QUALIFICATIONS

ACADEMIC ACHIEVEMENTS:

(Schools attended - high school/college , degrees earned, dates of completion)

CONTINUING EDUCATION:

(Courses taken, dates of completion)

SKILLS:

(Administrative, technology, customer service, financial, mechanical, etc.)

PROFESSIONAL ORGANIZATIONS:

(List any in which you have membership.)

FIRST AID TRAINING: (circle one)	YES	NO
CPR TRAINING: (circle one)	YES	NO

EXPERIENCE**PREVIOUS WORK EXPERIENCE:**

(Please list your previous employers from the past 10 years. Include name and address of company/ employer, name and phone number of immediate supervisor, job title and description of duties and responsibilities, and dates employed in each position. A separate sheet can be attached to include all items.)

VOLUNTEER EXPERIENCE:

(Please list any relevant volunteer positions you have held, the duties performed in each position, name of supervisor, address and phone number of the organization, and dates of volunteer service.)

HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY TO A CRIME, EITHER A MISDEMEANOR OR A FELONY (including, but not limited to, drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)?

(circle one) YES NO

IF YES, PLEASE EXPLAIN:

REFERENCES

Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

NAME: _____
ADDRESS: _____
DAYTIME PHONE: _____ EVENING PHONE: _____
LENGTH OF TIME YOU HAVE KNOWN REFERENCE: _____
RELATIONSHIP TO REFERENCE: _____

NAME: _____
ADDRESS: _____
DAYTIME PHONE: _____ EVENING PHONE: _____
LENGTH OF TIME YOU HAVE KNOWN REFERENCE: _____
RELATIONSHIP TO REFERENCE: _____

NAME: _____
ADDRESS: _____
DAYTIME PHONE: _____ EVENING PHONE: _____
LENGTH OF TIME YOU HAVE KNOWN REFERENCE: _____
RELATIONSHIP TO REFERENCE: _____

WAIVER & CONSENT:

I, _____, HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION FOR EMPLOYMENT IS TRUE AND CORRECT. I AUTHORIZE MEMORIAL UNITED METHODIST CHURCH TO VERIFY THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION BY CONTACTING THE REFERENCES AND EMPLOYERS I HAVE LISTED, BY CONDUCTING A CRIMINAL RECORDS CHECK, OR BY OTHER MEANS INCLUDING CONTACTING OTHERS WHOM I HAVE NOT LISTED. I AUTHORIZE THE REFERENCES AND EMPLOYERS LISTED IN THIS APPLICATION TO GIVE YOU WHATEVER INFORMATION THEY MAY HAVE REGARDING MY CHARACTER AND FITNESS FOR THE JOB FOR WHICH I HAVE APPLIED. FURTHERMORE, I WAIVE ANY RIGHTS I MAY HAVE TO CONFIDENTIALITY.

IN THE EVENT THAT MY APPLICATION IS ACCEPTED AND I BECOME EMPLOYED BY MEMORIAL UNITED METHODIST CHURCH, I AGREE TO ABIDE BY AND BE BOUND BY THE POLICIES OF MEMORIAL UNITED METHODIST CHURCH AND TO REFRAIN FROM INAPPROPRIATE CONDUCT IN THE PERFORMANCE OF MY DUTIES ON BEHALF OF MEMORIAL UNITED METHODIST CHURCH.

SIGNATURE

I HAVE READ THIS WAIVER AND THE ENTIRE APPLICATION, AND I AM FULLY AWARE OF ITS CONTENTS. I SIGN THIS CONSENT FREELY AND UNDER NO DURESS OR COERCION.

SIGNATURE OF APPLICANT

DATE