

# Application for Employment



Armstrong Chapel United Methodist Church endeavors to comply with all federal, state and local laws concerning employment discrimination\*. All applicants meeting the minimum qualifications will receive consideration for employment without regard to race, color, national origin, age, pregnancy, sex, marital status or mental, physical or sensory disability, or veteran status. \*EEO/AA laws permit churches and other religious organizations to discriminate on the basis of religion. To be considered for any open position, an application, cover letter and resume must be submitted to the Staff Parish Relations Committee.

Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home # \_\_\_\_\_ Work # \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Email address \_\_\_\_\_

Are you a member of Armstrong Chapel United Methodist Church?  Yes  No

Position(s) applied for \_\_\_\_\_

Availability:  Part-time  Full-time  Days  Weekends  Evenings

Do you have reliable transportation?  Yes  No

Has Armstrong Chapel United Methodist Church previously employed you?  Yes  No

If yes, when? \_\_\_\_\_ Position \_\_\_\_\_

Have you worked under another name? If yes, list each name in full: \_\_\_\_\_

How or from whom did you learn about this position? \_\_\_\_\_

**EDUCATION (Please list your education in chronological order)**

	School Name & City/ State	Course of study	Did you Graduate?	Certificate/Diploma/Degree
High School				
College or other				
College or other				
College or other				

Do you have a legal right to work in the United States?  Yes  No. If no, please explain \_\_\_\_\_

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

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Have you been convicted of a felony within the past 7 years?  Yes  No. If yes, please list convictions that are a matter of public record. (A conviction record will not necessarily disqualify you from employment) \_\_\_\_\_

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## EMPLOYMENT HISTORY

Most Recent Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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May we contact this Employer?  Yes  No

Previous Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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May we contact this Employer?  Yes  No

Previous Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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May we contact this Employer?  Yes  No

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## REFERENCES:

(References must be from individuals who through recent observation are directly familiar with your work.)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_ Evening Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_ Evening Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_ Evening Telephone # \_\_\_\_\_

## QUALIFICATION SUMMARY

Please list any skills that you would like to highlight for the job to which you are applying.

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Describe in what ways you qualify for the job for which you are applying. Explain how your education, training, experience, abilities and personal attributes would help you to perform this job. (Attach separate paper if needed)

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## STATEMENT OF FAITH

Share with us your commitment and relationship to Jesus Christ. (Attach separate paper if needed)

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## ATTESTATION AND RELEASE OF INFORMATION AUTHORIZATION

I attest that the information in this application is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false information may result in immediate dismissal. I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving, and other reports, in connection with, and for the duration of my employment (including contract for services) with Armstrong Chapel United Methodist Church.

I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving, and other reports. These reports will include information as to my character, work habits, performance, and experience along with reasons for termination of past employment from previous employers. Further, I understand that Armstrong Chapel United Methodist Church will be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, civil and other experiences as well as claims involving me in the files of insurance companies. I also understand that if I were to be arrested/charged with any criminal act i.e. DUI after being hired I am required to notify Armstrong Chapel United Methodist Church within three days of the arrest/charge.

I understand that reference information is considered to be confidential and will not be disclosed to me by Armstrong Chapel United Methodist Church.

I understand that if Armstrong Chapel United Methodist Church offers me employment, I will be required to furnish evidence that I am legally eligible to be employed in the United States pursuant to regulations of the U. S. Immigration and Naturalization Service. I also understand that I may be required periodically to show evidence of continued eligibility.

I understand that if Armstrong Chapel United Methodist Church employs me the terms and conditions of my employment including pay, benefits and policies (including those described in the Policy and Procedure Manual) are subject to change by Armstrong Chapel United Methodist Church consistent with applicable laws and regulations. No contract, written or unwritten, regarding my employment or conditions thereof exists between Armstrong Chapel United Methodist Church and I.

I understand that Armstrong Chapel United Methodist Church is an At-Will Employer. In consideration of my employment, I agree that I can resign or my employment and compensation can be terminated with or without notice for any non-discriminatory reason. I understand that no representative of Armstrong Chapel United Methodist Church, other than the Staff Parish Relations Committee, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. If employed, I release Armstrong Chapel United Methodist Church from any liability for future references it may provide regarding my work history at Armstrong Chapel United Methodist Church.

**I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE FOREGOING STATEMENTS.**

Signature \_\_\_\_\_ Date \_\_\_\_\_