



# EMPLOYMENT APPLICATION

St. Paul's United Methodist Church  
620 Romeo St. Rochester, Michigan 48307 · 248-651-9361

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, national origin or ancestry, age, handicap or disability, sex, marital status, liability for service in the armed forces of the United States, citizenship, or any other characteristics protected by federal, state or local laws.

NAME \_\_\_\_\_  
Last First Middle Social Security Number

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

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

Email Address \_\_\_\_\_

Applying for position as \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Date Available to Start \_\_\_\_\_

Any friends or relatives employed by, or members of this Church? \_\_\_\_\_

If yes, give name and relationship: \_\_\_\_\_

Are you a US Citizen or an alien who has the legal right to work in the job for which you are applying? \_\_\_\_\_

### Education; List all schools attended:

	<u>Name</u>	<u>Location</u>	<u>Major</u>	<u>Degree</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

### Employer History (List most recent position first):

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

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Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Have you ever been employed by a church? If so, where/when? \_\_\_\_\_

**List three (3) references (Preferably Former employers):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph. \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph. \_\_\_\_\_

Have you ever been charged, 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)?  No  Yes

If yes, please explain fully: \_\_\_\_\_

I understand that if St. Paul's hires me, my employment will be for no definite period, regardless of the period of payment of my wages. I also understand that I have the right to terminate my employment at any time with our without notice to St. Paul's and St. Paul's has the same right to terminate my employment at any time with our without notice to me. Any modification of this relationship or agreement to the contrary must be in writing and signed by an authorized representative of St. Paul's.

I understand that St. Paul's reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by applicable law. I authorize St. Paul's to investigate my driving record and my criminal record.

I grant to St. Paul's authority to contact my previous employers and references and I authorize those employers to disclose to St. Paul's all records and other information pertinent to my employment with them. I also authorize St. Paul's to provide truthful information concerning my employment with St. Paul's to my future prospective employers and I agree to hold St. Paul's harmless for providing such information.

I certify that all of the information that I provide on this application is true and accurate and I authorize St. Paul's to investigate any of this information. I understand that if any of this information is false or misleading in any respect, then this application may be terminated, or if employed, I may be immediately dismissed.

**I have read and understand this application and the questions, statements and conditions of employment contained herein.**

\_\_\_\_\_  
Signature of applicant \_\_\_\_\_  
Date

Please attach your resume or whatever information you feel qualifies you for this position.

Return to Rachel Henry, Business Manager.

Revised: August 2016