



St. Luke's United Methodist Church Application for Employment

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status or citizenship status. The receipt of this application does not mean that job openings exist or does not obligate St. Luke's United Methodist Church in any way. We appreciate your interest in our organization.

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper. Please print or type all information!

Date Prepared _____

Personal Information

Name _____ Social Security Number _____
Last First Middle initial

Present address _____ Home phone _____
Street City State Zip

How long have you lived at the address above? _____ Cell phone _____

Other than the above address, name the county and states you have lived in during the past 5 years: Email Address _____

1. _____ 2. _____
 3. _____ 4. _____

If you have used another name or names during the past five years, please list the names _____

Are you over the age of 18? _____ (If no, employment is subject to verification that you are of minimum legal age.)

If you are not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? _____

Other than English what languages can you speak fluently? _____

Employment Information

Position applying for _____ Date available for work _____

What salary/hourly rate do you expect? _____

Type of employment Full Time (30-40 hours) Part-time (25-30 hours) Part-time (less than 25) Temporary

What days and hours if part-time? Days Mon Tue Wed Thru Fri Sat Sun Hours _____

Have you ever applied for a job with St. Luke's United Methodist Church before? Yes No

Have you ever been convicted, pled no contest, of any crime other than a minor traffic violation? Yes No
 (Conviction of a crime will not necessarily be a bar to employment. Factors such as the area of work, type of offense, remoteness of the offence in time, and rehabilitation will be taken into account in determining effect of suitability of employment)

If yes please state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? _____

If yes, explain _____

Does your present employer know of your plans to change employment? Yes No

Why do you desire to make the change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____

Do you have any personal responsibilities or problems that may affect your daily attendance? Yes No

If yes, explain _____

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for work with our church? _____

Education Information

Schooling	Years completed	Major Subject	Name of School	Location	Did you graduate?
High School					
Trade, Business					
College					
Seminary					

Describe any other specialized or professional training or certificates held

If you are currently enrolled in school, what are you studying?

Church Affiliation

Please list your church membership(s) over the past five years:

<i>Church</i>	<i>Dates attended</i>	<i>City/State</i>

Prior Work Record (Start with the most recent or present employer)

Name of Most recent employer _____
 Address _____
 _____ phone number _____
 Dates of employment _____ to _____ Position Title _____
 Name of Supervisor _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe your duties _____
 Reason for Leaving _____

Name employer _____
 Address _____
 _____ phone number _____
 Dates of employment _____ to _____ Position Title _____
 Name of Supervisor _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe your duties _____
 Reason for Leaving _____

Name employer _____
 Address _____
 _____ phone number _____
 Dates of employment _____ to _____ Position Title _____
 Name of Supervisor _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe your duties _____
 Reason for Leaving _____

May we contact the employers listed above? Yes No If No, which one(s) do you not wish us to contact?

Personal References (Do not list relatives or previous supervisors listed above)

<i>Name</i>	<i>Phone</i>	<i>Years Known</i>	<i>Occupation</i>

Applicant's Statement – Read Carefully

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history, also my financial and credit record (if job applicable) through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws and statutes.

I understand that employment at this church is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me and I consent to any such check.

I understand that St. Luke's United Methodist Church is a drug free workplace employer and the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in the workplace. I understand that employment and continued employment is contingent on staying in compliance of the Drug Free Workplace policies.

I authorize the use of any information in this application and any attached supplements to verify my statements, and authorized the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputations, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature

Date

