

Employment Application

Name: _____
Last First Middle

Are you over the age of 18? Yes No

Present address: _____

City, State, Zip Code: _____

Primary phone: _____ Secondary phone: _____

E-mail address: _____

Position applied for: _____

Date you are available to start: _____

Qualifications:

Academic achievements: (Schools attended, degrees earned, dates of completion)

Continuing education completed: (Courses taken, dates of completion)

Professional organizations: (list any in which you have membership)

First aid training? Yes No Date completed: _____

CPR training? Yes No Date completed: _____

Employment Application – page 2

Previous work experience: Please list your previous employers from the past five years. Include the job title, a description of position duties and responsibilities, the name of the company/employer, the address of company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

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

Have you ever been charged, arrested, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, and other crimes of violence, theft, or motor vehicle violations)?

- No Yes

If yes, please explain fully: _____

Employment Application – page 3

References: Please list three personal references of people who are not related to you by blood or marriage and provide complete contact information for each.

1. Name: _____

Address: _____

Daytime phone: _____ Evening phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

2. Name: _____

Address: _____

Daytime phone: _____ Evening phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

3. Name: _____

Address: _____

Daytime phone: _____ Evening phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

Employment Application – page 4

Waiver and Consent:

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this 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 provide 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 First United Methodist Church of Yankton, I agree to abide by and be bound by the policies of First United Methodist Church of Yankton and to refrain from inappropriate conduct in the performance of my duties on behalf of First United Methodist Church of Yankton.

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: _____