

United Methodist Church

Employment Application

PO Box 207, 833 Third Street, Reedsburg, WI 53959 608-524-3913

United Methodist Church ~ Reedsburg is an equal opportunity employer. In compliance with federal, state, and local equal employment opportunity laws, qualified applicants are considered for all positions with United Methodist Church ~ Reedsburg without regard to race, religion, color, sex, age, national origin, physical or mental disability, marital or veteran status.

PERSONAL INFORMATION		
Last Name:	First Name:	M.I.:
Street Address:		Apt / Box No.:
City:	State:	Zip Code:
Day Phone No.:	Evening Phone No.:	

POSITION	
Position(s) Applied For:	Wage / Salary Desired:
Desired Hours:	Desired Days:
<input type="checkbox"/> Full Time (30 hours) <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal	
If you are applying for a position which requires driving on company business, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's License No.:	State Issued:
Have you applied for employment with us previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?	

REFERRAL SOURCE	
<input type="checkbox"/> Newspaper <i>Name of newspaper:</i>	<input type="checkbox"/> Radio / TV <i>Name of station:</i>
<input type="checkbox"/> Employee <i>Name / Relationship:</i>	<input type="checkbox"/> Relative / Friend <i>Name / Relationship:</i>
<input type="checkbox"/> Employment or Other Agency <i>Name of agency:</i>	<input type="checkbox"/> Web Site <i>Web Site location:</i>
<input type="checkbox"/> School <i>Name of school:</i>	<input type="checkbox"/> Other <i>Specify:</i>

EMPLOYMENT INFORMATION	
Have you worked for United Methodist Church ~ Reedsburg in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give last date worked:	Position:
Supervisor's name:	Reason for leaving:
Are you eligible to work in the United States? (<i>proof required upon employment</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 16 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a crime (misdemeanor or felony) other than a minor traffic violation? (<i>A conviction includes a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court.</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain: Where:	When:
Charge:	Sentence:

EDUCATION			
Type of School	Name and Address of School	Graduated Yes / No	Major Courses or Degree Received
High School			
College or University			
Other Education			

EMPLOYMENT EXPERIENCE *(please list your most recent job first)*

1. Employer:	Telephone:
Address:	City / State:
Job Title:	Supervisor:
Dates worked: _____ to _____	Salary:
Duties / Responsibilities:	
Reason for leaving:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Employer:	Telephone:
Address:	City / State:
Job Title:	Supervisor:
Dates worked: _____ to _____	Salary:
Duties / Responsibilities:	
Reason for leaving:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. Employer:	Telephone:
Address:	City / State:
Job Title:	Supervisor:
Dates worked: _____ to _____	Salary:
Duties / Responsibilities:	
Reason for leaving:	May we contact? Yes No

SPECIAL QUALIFICATIONS

Type (WPM): _____	Software Proficiency: _____
Other (including computer languages): _____	
List professional certificates or licenses you currently hold, or have held in the past: _____	
What foreign languages do you fluently speak: _____	write: _____ read: _____

STATEMENT OF UNDERSTANDING *(Read carefully before signing)*

I certify that all information provided in this employment application is true and complete. I understand that any false information, misrepresentation, or omission in this application or during the interview process may disqualify me from further consideration for employment and may result in my dismissal if discovered at any later date.

I authorize United Methodist Church ~ Reedsburg to make a thorough investigation into my past employment, education, criminal background, driving history, and any other job related activities. I release from liability all persons, companies, corporations, educational institutions, law enforcement agencies, and federal, state and local governments supplying such information; and indemnify United Methodist Church ~ Reedsburg against any liability which might result from making such an investigation.

I understand that this application is not a contract of employment. I also understand that if hired, regardless of any oral representations to the contrary, the employment relationship between myself and the company is at-will, and that I or United Methodist Church ~ Reedsburg can terminate this employment relationship at any time, with or without notice, for any or no reason, without recourse by either or us. Any changes in this employment relationship must be made in writing.

APPLICANT'S SIGNATURE _____ **DATE** _____