

ST. ANDREW UNITED METHODIST CHURCH

(EMPLOYMENT APPLICATION)

3350 White Bay Drive

Highlands Ranch CO 80126

Ph: 303 794-2683

Fax: 303 794-2852

Date

NAME _____ (_____) _____

First Middle Last Phone
ADDRESS: Street _____ City _____ State _____ Zip _____

Length of time at above address _____. If less than one year, please provide previous address:

Street _____ City _____ State _____ Zip _____

GENERAL INFORMATION

Position applied for: _____ Starting Salary Expected: _____

Type of Position: Full Time Part Time Temporary Date Available: _____

Have you ever been employed at a United Methodist Church before? Yes No

If yes, position(s) held and dates: _____

St. Andrew is in full compliance with the Immigration Act of 1986. If hired, can you provide evidence of your eligibility for employment in the United States, *i.e.*, birth certificate? Yes No Are you over the age of 18? Yes No

How were you referred to this position? _____

EDUCATIONAL BACKGROUND

Name of High School _____ City _____ State _____

Circle Last Grade Completed 9 10 11 12 GED certificate? Yes ___ No ___

Name of College _____ City _____ State _____

Major _____ Minor _____ Degree _____ OR Years Completed 1 2 3 4 5

If more space is needed, please attach a separate sheet.

EMPLOYMENT HISTORY

List names of employers in chronological order with present or last employer first. Account for all periods of time including military service and period of unemployment. Please give month and year. These people may be contracted by St. Andrew.

Name and Address Employer: _____

Dates Employed: From _____ To _____ Job Title: _____

Supervisor's Name: _____ Phone Number: (_____) _____

Brief description of duties: _____

Reason for leaving: _____

Name and Address Employer: _____

Dates Employed: From _____ To _____ Job Title: _____

Supervisor's Name: _____ Phone Number: (_____) _____

Brief description of duties: _____

Reason for leaving: _____

Name and Address Employer: _____

Dates Employed: From _____ To _____ Job Title: _____

Supervisor's Name: _____ Phone Number: (_____) _____

Brief description of duties: _____

Reason for leaving: _____

UNITED STATES MILITARY

Have you served in the U. S. Military? Yes _____ No _____ Branch _____
Dates of Service from _____ to _____ Rank or Grade at Discharge _____
Please describe your duties: _____

SKILLS

POSTION APPLIED FOR _____ (Describe)

(If applying for clerical/administrative positions, please check all skills that you have:

__ Word Processing _____ Folder _____ Typing _____ wpm
Equipment _____ Copier _____ Transcription _____
_____ Postage Meter _____ Ten-key by Touch _____
_____ FAX _____ Ten-key by Sight _____
_____ Other (Describe) _____

BACKGROUND INFORMATION

Have you ever been convicted of a felony criminal offense? Yes No If yes, please state the nature of the offense, where the offense occurred, date and sentence imposed: _____

Do you have any criminal charges pending? Yes ___ No ____ If so, describe _____

Have you ever been discharged or forced to resign from a position? Yes No If yes, explain _____

Do you have transportation available? Yes No

Do you have any physical or mental limitations which would prevent you from performing any of the essential functions of the specific position you are applying for or which would require any accommodation? Yes _____ No _____

If yes, describe the physical or mental limitation(s) and any accommodation applicable: _____

If the position applied for may involve contact with infants/young children, please answer the following (if inapplicable state "N/A"):
Please describe your experience, not included in the above, working with infants or children _____

REFERENCES

(Business and personal, other than those listed above) These people may be contacted by St. Andrew.

Name: _____ Ph: _____ Relationship _____

Street _____ City _____ State _____ Zip _____

Name: _____ Ph: _____ Relationship _____

Street _____ City _____ State _____ Zip _____

APPLICANT AGREEMENT

I agree that St. Andrew United Methodist Church shall not be liable in any respect if they refuse to hire me for this position. In order to determine if I have characteristics, which qualify me to work effectively at St. Andrew United Methodist Church, I hereby authorize St. Andrew to contact any references or other private or public sources to obtain personal background information about me.

I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application may result in rejection of this application. I also understand and agree that any such false, incomplete or misleading information discovered on this application at any time after I am employed may result in my immediate dismissal.

I understand that if I am hired, I will be a trial employee for ninety (90) days. I further understand that I am an employee at will and that my employment and compensation can be terminated, with or without cause or notice, at any time. I have read and agree to the foregoing. I understand that, if employed, I will be required to provide proof of my eligibility for employment in the United States as required by the Immigration Control Act of 1986.

Date
Employment Application

Signature of Applicant