

ROBERTS PARK UMC EMPLOYMENT APPLICATION FORM

PLEASE COMPLETE ALL INFORMATION REQUESTED IN PRINT (PAGES 1-5), EXCEPT SIGNATURE				
NOTE: APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS				
Date:				
Name:				
Last	First	Middle	Maiden	
Present Address:				
Number	Street	City	State	Zip
How Long:			Social Security No.:	
Telephone:				
If under 18, please list age:				
Position Applied For:			Days/Hours Available to Work:	
Salary Desired:			No Pref _____	
			Mon _____	
			Tue _____	
			Wed _____	
			Thur _____	
			Fri _____	
			Sat _____	
			Sun _____	
How many hours can you work weekly?			Can you work evenings?	
Employment Desired:				
<input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME				
When available for work?				
EDUCATION & OTHER INFORMATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NO. OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.			
Do you have a driver's license?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your means of transportation to work?			
Driver's License Number:		State of issue: <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur	
Expiration Date:			
Have you had any accidents during the past three years?		How many?	
Have you had any moving violations during the past three years?		How Many?	
OFFICE ONLY			
Typing <input type="checkbox"/> Yes <input type="checkbox"/> No _____ WPM		10-key <input type="checkbox"/> Yes <input type="checkbox"/> No Word Processing <input type="checkbox"/> Yes <input type="checkbox"/> No _____ WPM	
Personal Computer <input type="checkbox"/> Yes <input type="checkbox"/> No PC <input type="checkbox"/> Mac <input type="checkbox"/>		Other Skills:	
Please list two references other than relatives or previous employers.			
Name:		Name:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Telephone:		Telephone:	
An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to add any additional information necessary to describe your full qualifications for the specific position for which you are applying.			

MILITARY			
Have you ever been in the armed forces?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you now a member of the national guard?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Specialty:	Date Entered:	Discharge Date:	
WORK EXPERIENCE			
Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.			
JOB ONE			
Name of Employer:	Name of Last Supervisor	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
JOB TWO			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

JOB THREE			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your present employer?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you complete this application yourself?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If not, who did?			

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Roberts Park United Methodist Church (hereinafter called "the Church"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Church practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Roberts Park UMC, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Chair of the Governing Board of the Church. Both the undersigned and Roberts Park UMC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Church may unilaterally change or revise their benefits, policies and procedures and such changes may include a reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Church permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Church from any liability as a result of such contract.

I also understand that (1) the Church has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Church may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Church, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Church shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Church is terminable at will for any reason by either party.

Signature of Applicant

Date:

Roberts Park UMC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Church depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.