

FIRST UNITED METHODIST CHURCH – HANOVER, PA

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

This application must be completed in person on Church premises. Any applicant who requires a reasonable accommodation to complete this application should request this assistance in advance.

Please print, in ink

PERSONAL INFORMATION

Date of Application: _____

Name: _____
Last
First
Middle

Address: _____
Number, Street
City
State
Zip

Phone Home/Cell: _____ Email: _____

Are you 18 Years or Older? Yes ___ No ___ If "No", List Date of Birth: _____

POSITION DESIRED

Position Applied for: _____

Date Available to Work: _____

Have you ever applied to this Church before? Yes ___ No ___ If "Yes", When? _____

EDUCATION / SKILLS INFORMATION

	Name & Location	Course of Study	Did you Graduate? (Yes / No)	Degree
High School				
College				
Graduate School				
Other (Specify)				

Other Training (Including job-related training in US Military):
Computer Skills:
US Military Service? Yes ___ No ___ Highest Rank Attained:

Employment History

Start with your present or last job. Include military service assignments and volunteer activities.

1	Name of Employer	Dates of Employment From: To:	Hourly Rate / Salary Beginning: Final:
	Address	Job/Position Title	
	Phone Number	Work Performed/Job Duties	
	Supervisor's Name	Reason for Leaving	
2	Name of Employer	Dates of Employment From: To:	Hourly Rate / Salary Beginning: Final:
	Address	Job/Position Title	
	Phone Number	Work Performed/Job Duties	
	Supervisor's Name	Reason for Leaving	
3	Name of Employer	Dates of Employment From: To:	Hourly Rate / Salary Beginning: Final:
	Address	Job/Position Title	
	Phone Number	Work Performed/Job Duties	
	Supervisor's Name	Reason for Leaving	
4	Name of Employer	Dates of Employment From: To:	Hourly Rate / Salary Beginning: Final:
	Address	Job/Position Title	
	Phone Number	Work Performed/Job Duties	
	Supervisor's Name	Reason for Leaving	

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience.

References: Give name, address and telephone number of two or more references who are not related to you and are not previous employers.

Name	Address	Phone Number
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Name	Address	Phone Number
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Name	Address	Phone Number
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Have you been convicted of a felony in the last seven (7) years? You are not obligated to disclose sealed, annulled, expunged, erased, statutorily eradicated convictions pardoned by the Governor. Please be aware that a criminal conviction will not necessarily be a bar to employment and will be considered as it relates to the job in question. Failure to honestly and completely answer this question will result in discontinued consideration of the application or termination of employment.
Yes ___ No ___ If "yes", detail briefly including date and location:

- **This application for employment shall be considered active for a period of time not to exceed six (6) months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.**
- **Please read the statements below carefully. Your signature will indicate that you understand and agree with these statements.**
- **Applications not signed below will not be considered for employment.**

I give First United Methodist Church (FUMC) Hanover, PA the right to make a thorough investigation of any of the information I have provided and to perform reference checks. This information requested may include inquiries regarding my work habits, other related activities, abilities, character, the cause of my separation(s) of employment and inquiries concerning any convictions(s) for felonious act (s). **FUMC performs background checks in accordance with our Safe Sanctuary Policy.**

Upon an offer for employment, I understand that I will be required to furnish proof of date of birth, a Social Security number, citizenship, or immigration status in accordance with Federal and State law. I understand that I may be required to furnish academic transcripts.

I certify that my interest in employment in this position applied for is genuine and that all statements contained in this application (including attachments and any statements made during interviews) are true to the best of my knowledge. If FUMC, during its investigation of any application or thereafter if I am employed, discovers that statements have been omitted or are false or misleading in this application, attachments or interview(s), I understand that I may receive no further consideration for employment and that this is grounds for dismissal. I understand that this application is not intended to be a contract of employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is for an indefinite period, and is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without notice and with or without cause.

Signature: _____ **Date:** _____

FOR EMPLOYER ONLY – APPLICANT SHOULD NOT WRITE BELOW THIS LINE

Interviewed By: _____

_____ Date: _____

Hired: Yes___ No___ Position: _____ Department: _____

Date Reporting to Work: _____ Rate / Wage: _____

Pastor Approval: _____ SPRC Approval: _____