

**EMPLOYMENT APPLICATION**  
**for**  
**FIRST UNITED METHODIST CHURCH**  
**946 Vermont Street**  
**Lawrence, KS 66044**

**PLEASE PRINT:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

Email Address \_\_\_\_\_

How did you find out about this position?: \_\_\_\_\_

**TYPE OF WORK DESIRED:**

Indicate the position for which you are applying: \_\_\_\_\_

Date available for work: \_\_\_\_\_

Do you have any commitments to another employer which might affect your employment with First United Methodist Church?

\_\_\_\_\_

**EDUCATIONAL DATA:**

<u>School</u>	<u>Print Name, Address, City, State and Zip Code for Each School Listed</u>	<u>Type of Course or Major</u>	<u>Years Completed</u>				
High School:			9	10	11	12	High School Diploma? Yes / No
College:			1	2	3	4	Degree Rec'd & Date
Graduate School:			1	2	3	4	Degree Rec'd & Date
Trade, Bus., Night, or Corres:							Degree Rec'd & Date
Other:							

**EMPLOYMENT HISTORY:**

Please list all employment for the past five years, beginning with the most recent, and employment prior that which you think is relevant to this job. Use the back of this page if more space is needed. May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Employer: \_\_\_\_\_

Employed from \_\_\_\_\_ To: \_\_\_\_\_  
Mo./Yr. Mo./Yr.

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Your job title: \_\_\_\_\_

Number of hours worked per week: \_\_\_\_\_

Start of employment salary: \$ \_\_\_\_\_

Job duties at start of employment: \_\_\_\_\_

End of employment salary: \$ \_\_\_\_\_

Job duties at end of employment: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

2. Employer: \_\_\_\_\_

Employed from \_\_\_\_\_ To: \_\_\_\_\_  
Mo./Yr. Mo./Yr.

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Your job title: \_\_\_\_\_

Number of hours worked per week: \_\_\_\_\_

Start of employment salary: \$ \_\_\_\_\_

Job duties at start of employment: \_\_\_\_\_

End of employment salary: \$ \_\_\_\_\_

Job duties at end of employment: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
Employed from \_\_\_\_\_ Mo./Yr. To: \_\_\_\_\_ Mo./Yr.  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Your job title: \_\_\_\_\_  
Number of hours worked per week: \_\_\_\_\_  
Start of employment salary: \$ \_\_\_\_\_  
Job duties at start of employment: \_\_\_\_\_  
\_\_\_\_\_  
End of employment salary: \$ \_\_\_\_\_  
Job duties at end of employment: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

**GENERAL INFORMATION:**

Have you previously applied for employment at First United Methodist Church?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_

Have you previously been employed at First United Methodist Church?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are any of your relatives employed at First United Methodist Church?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list name(s): \_\_\_\_\_

Are you legally entitled to work in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please include any other information you think would be helpful in considering you for employment, including additional work experience, special training, certifications, articles/books published, activities, accomplishments, and so forth. Exclude all information indicative of age, sex, race, religion, color, national origin, and handicap.

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**REFERENCES:** Please provide three references who have known you for more than 2 years (other than persons related to you):

<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Phone Number</u>

**CRIMINAL RECORD:**

Have you ever been convicted of a crime (other than minor traffic offenses)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe in detail the crime for which you were convicted, the date of the conviction, and the Court in which you were convicted:

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**APPLICANT'S REPRESENTATIONS FOR EMPLOYMENT:**

Should I be employed by First United Methodist Church, I agree to conform to First United Methodist Church's rules and regulations, and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either First United Methodist Church or myself.

I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

I authorize First United Methodist Church to gather relevant background information on me, including authorization to contact persons, schools, current employer (if indicated), previous employers, references, and organizations named in this application. I authorize persons, schools, current employer and previous employers, and organizations named in this application to provide First United Methodist Church with any such information. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

This application has been read by me in its entirety.

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Signature

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Date