



# FIRST UNITED METHODIST CHURCH ~ LIBERAL KANSAS APPLICATION FOR EMPLOYMENT

First United Methodist Church ~ Liberal Kansas is an equal opportunity employer. All applicants are considered without regard to race, age, color, gender, ethnic group, national origin, religion, citizenship, marital status, sexual orientation, veteran status, physical or mental disability, or medical condition.

## PERSONAL INFORMATION

Last Name	First	Middle Initial	Today's Date
Address			SS#
Home Telephone (    )	Work Telephone (    )	Email	Are you 18 or older? Yes No
Have you ever interviewed with First United Methodist Church ~ Liberal Kansas before? If yes, provide date(s), and position(s) applied for:			Yes    No
Have you ever been employed by First United Methodist Church ~ Liberal Kansas? If yes, provide date(s) and position(s):			Yes    No
Do you have any relatives employed by First United Methodist Church ~ Liberal Kansas? If yes, provide name and position(s):			Yes    No

## EMPLOYMENT DESIRED

Position Applied for:		Desired Pay:	
Are you currently employed?      Yes    No		Start Date:	
How did you find out about this position?			
Would you like to work: (check all that apply)	Full-time only Part-time only	Summer Temporary	Full-time or Part-time

## EDUCATION

Level	Name and Address	Date Graduated/ Level Completed	Major Studies	Degree/Diploma License/Certificate
High School				
College				
Graduate School				
Vocational, Business, Other				

## SKILLS (not all may be necessary for the job you seek)

Do you type?    Yes    No    If yes, what is your WPM?		
Computer Skills (Hardware/Software):		
Other Skills, Knowledge, Areas of Expertise:		
Driver's License #:	State:	Type:

## EMPLOYMENT HISTORY

Please list employment record, starting with the most recent.

Date Month and Year	Name and Address of Employer	Salary (upon leaving)	Position	Reason for Leaving

## REFERENCES

Please provide three references one from each category (Personal, Professional, and Pastoral).

Name	Address	Phone:
		Relationship: (Personal)
		Years Known:
Name	Address	Phone:
		Relationship: (Professional)
		Years Known:
Name	Address	Phone:
		Relationship: (Pastoral)
		Years Known:

## GENERAL

Are you currently employed? Yes No
If yes, may we contact your present employer? Yes No
Will you be able to perform the job functions for the position you are applying for? Yes No
If no, explain:
Have you ever been convicted of a crime? Yes No
If yes, explain:
If offered employment, will you be able to provide proof of identity and authorization to work in the U.S.? Yes No

## APPLICANT STATEMENT

I understand and agree to the following:

- This application is not a contract of employment.
- Should First United Methodist Church ~ Liberal Kansas hire me and should any of the information I have given in this application be found false, misleading, or incomplete, I shall be subject to dismissal.
- First United Methodist Church ~ Liberal Kansas follows an "at will" employment policy, meaning the employer or I may terminate employment at any time for any reason consistent with applicable law. I have received and read the Employee Manual of First United Methodist Church ~ Liberal Kansas. I also understand that this signed application authorizes First UMC ~ Liberal Kansas will complete a background check if I am employed by First UMC and that I will complete the required Safe Gatherings training in the first 30 days of employment.
- All hired persons must provide proof of identity and authorization to work in the US. Failure to produce such proof will result in denial of employment.
- I authorize investigation of all statements given on this application. The employer may contact any educational institution, reference, or employer listed on this application, except my current employer if so noted, to verify the information I have given. I hereby release all involved parties from any liability arising from such an investigation.
- I certify that all the information given in this application is complete and true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date