

# Ellendale United Methodist Church

## Employment Application Form

Application Date			
Applicant's Name			Social Security
Address		City	State Zip
Phone ( )	Email		
Position Desired	<input type="checkbox"/> FT <input type="checkbox"/> PT	Date Available	Salary Required Per
Are you at least 18 yrs. old? <input type="checkbox"/> yes <input type="checkbox"/> no		Do you have the legal right to work in the U. S.? <input type="checkbox"/> yes <input type="checkbox"/> no	

### Education

	Name and Address of School	Graduated		Dates Attended		Degree & Major
		Yes	No	From	To	
High School						
College						
Grad School						
Other (Business Services, Trade)						
List Professional License(s) and/or Certification(s):						
List Societies, Memberships, & Offices held:						

### Previous work experience

Company Name		Start Date	End Date
Address		Phone ( )	
City	State	Zip Code	
Job Title			
Job Duties			
Reason for Leaving			
Supervisor's Name		May we contact for a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	

Company Name		Start Date	End Date
Address		Phone (   )	
City	State	Zip Code	
Job Title			
Job Duties			
Reason for Leaving			
Supervisor's Name		May we contact for a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	

Company Name		Start Date	End Date
Address		Phone (   )	
City	State	Zip Code	
Job Title			
Job Duties			
Reason for Leaving			
Supervisor's Name		May we contact for a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	

**Please list three references who can offer information as to your Christian Character and your gifts for ministry in this area:**

Name	Phone (   )
Address	City

Name	Phone (   )		
Address	City	State	Zip

Name	Phone (   )		
Address	City	State	Zip

Have you ever been convicted of a felony? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain.	
Have you ever been charged with child abuse or child neglect? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain.	
Do you have a problem with substance abuse? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain.	
Are you willing to submit to a drug test if needed? <input type="checkbox"/> yes <input type="checkbox"/> no	
Applicants for children positions must be CPR certified. Do you have CPR Certification? <input type="checkbox"/> yes <input type="checkbox"/> no	
We are required to run a background check to insure there is no history of child abuse or molestation. Do you understand this? <input type="checkbox"/> yes <input type="checkbox"/> no Do you give your permission for this check? <input type="checkbox"/> yes <input type="checkbox"/> no	
Do you attend church? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, how long	Are you a member of a church? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, where.

Please answer these questions about Concepts of Ministry:  
 Christ calls us all to service. Every ministry and every person is precious and is called to serve with us. How do you feel about being part of a "team" ministry?

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As Christians we believe God does call us to share our gifts and talents in particular ways. Please share why and how you feel God is calling you to serve in this area of ministry:

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**EQUAL EMPLOYMENT OPPORTUNITY**

Ellendale United Methodist Church is committed to providing equal opportunity to all qualified employees and applicants for employment. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law.

**ACKNOWLEDGEMENT AND AUTHORIZATION**

I acknowledge that I will comply with all policies, rules, and procedures established by Ellendale United Methodist Church (hereinafter known as "EUMC") for this position and understand that non-compliance may at the discretion of EUMC, result in my discharge.

I hereby authorize, and have been informed by EUMC, that a credit history, criminal background check and drug testing may be conducted on me as a condition of employment. If an adverse employment action is taken against me because of a credit history, criminal background check and drug testing, EUMC will so advise me and provide the name and address of the reporting agency from which the report was obtained. I understand and agree that EUMC, from time to time, may request that subsequent credit history, criminal background checks, and drug testing be conducted without further notification. I further understand that I am obligated to notify EUMC of any criminal convictions that occur during my employment with EUMC.

I hereby authorize and request any former employer, school, police department, financial institution, consumer reporting agency or other persons having personal knowledge about me, to furnish EUMC with any and all information in their possession regarding me. A photocopy of this "Acknowledgement and Authorization" may be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of the written application that I sign.

Print Name	Applicant's Signature	Date
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