

First United Methodist Church of Conroe, Texas
APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that the job opening exists nor does it obligate us in any way. We appreciate your interest in our organization. 09/05/18

DATE: _____

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Present address _____
No. Street City State Zip

How long have you lived at the above address? _____

Previous Address _____
No. Street City State Zip

Phone number _____ Social Security number _____

Are you over the age of 18? Yes No (If no, employment is subject to verification that you are of minimum legal age.)

What languages can you read, speak fluently? _____

Are you a citizen of the United States? Yes No
If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? Yes No

EMPLOYMENT INFORMATION

What position are you applying for? _____ Date available for work _____

What salary/hourly rate do you expect? _____

Type of employment Full time Part time Temporary

What days and hours if part time? Days: _____ Hours _____

Have you ever applied for a job with us before? Yes No

Have you ever worked for us before? Yes No

Have you ever been charged, convicted, or pled guilty to a crime, either misdemeanor or felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? Yes No

If yes, please explain fully: _____

Does your present employer know of your plans to change employment? Yes No

If making a change, why? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

Would you have steady transportation to work? Yes No

Do you have any personal responsibilities or problems that may affect your regular attendance?

Yes No

If yes, please explain: _____

If there are any, what other experiences, skills, or qualifications do you have that you believe would equip you well for work in our organization? _____

Schooling	Years Completed	Degree received (or major)	Name of School	Location	Did you graduate?
Grammar or High School					
Trade/ Business/ Online					
College					
Graduate School (or Seminary)					

You may use an additional piece of paper and attach it to this application

Describe any other specialized or professional training (software certifications, technology training, etc.). If you are presently enrolled in school, what are you studying? _____

PROIR WORK RECORD (Start with most recent or present employer)

1. Name of Employer _____ Phone: _____
Address _____
Name and Position of Immediate Supervisor _____
Date of Employment: From _____ To: _____ Starting Rate \$ _____ Ending Rate \$ _____
Your position, title & duties _____
Reason for leaving (if leaving) _____

2. Name of Employer _____ Phone: _____
Address _____
Name and Position of Immediate Supervisor _____
Date of Employment: From _____ To: _____ Starting Rate \$ _____ Ending Rate \$ _____
Your position, title & duties _____
Reason for leaving (if leaving) _____

3. Name of Employer _____ Phone: _____
Address _____
Name and Position of Immediate Supervisor _____
Date of Employment: From _____ To: _____ Starting Rate \$ _____ Ending Rate \$ _____
Your position, title & duties _____
Reason for leaving (if leaving) _____

May we contact the employers listed above? _____

If not, indicate by number which one(s) do you not wish for us to contact? _____

References

(please do not list relatives)

Name _____ Phone _____

Number of years known _____ Occupation _____

Name _____ Phone _____

Number of years known _____ Occupation _____

Name _____ Phone _____

Number of years known _____ Occupation _____

_____ The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal.

_____ I understand that employment with this organization is "at will," and includes no guarantee, contract, or promise of employment for any specified length of time.

_____ I authorize the use of any information in this application and any attached supplements to verify my statements. I authorize my past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant

Date