

Today's Date: _____

APPLICATION FOR EMPLOYMENT

Medina United Methodist Church
4747 Foote Road, Medina, Ohio 44256

List the Position of Interest: _____

PERSONAL INFORMATION

Name _____ Phone (Home) _____

Address _____ Phone (Cell Phone) _____

City, State, Zip _____

Were you ever employed under another name? Yes ☐ No ☐ If yes, name _____

If hired, can you provide proof of your eligibility to work in the United States? Yes ☐ No ☐

Have you ever been convicted of any law violation (except minor traffic violations)? Yes ☐ No ☐

If yes, please give details _____

(A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which are you applying will also be considered.)

In Case of Emergency Notify:

Name _____ Address _____ Phone _____

Date Available to Work _____ Referred by _____

What rate of pay are you seeking? _____

List Days and Times You Are Available To Work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

I Can Work All Holidays. Yes ☐ I Can Not Work _____

Are you able to perform the duties of the position for which you are applying, including regular attendance, with or without reasonable accommodation? (If you need an explanation for the meaning of "reasonable accommodation", please contact the Director of Human Resources.) Yes ☐ No ☐

Driver's License Information: (Respond fully if driving is required by the job for which you are applying.)

State _____ Number _____ Expiration Date _____

Restrictions or Suspensions _____

EMPLOYMENT HISTORY

Please list the names of your employers in chronological order with present or last employer listed first.
BE SURE TO ACCOUNT FOR ALL PERIODS OF TIME INCLUDING MILITARY SERVICE AND ANY PERIOD
OF UNEMPLOYMENT. If self-employed, give firm name and supply business reference. IT IS NECESSARY
THAT YOU COMPLETE ALL OF THIS INFORMATION EVEN IF YOU ARE ALSO SUBMITTING A RESUME.

Dates Employed

Employer (Most Recent)	_____	From			Starting Salary
	_____	Mo.	Day	Yr.	
Full Address	_____				
Phone	_____				
Supervisor's Name	_____	To			Ending Salary
	_____	Mo.	Day	Yr.	
Title and Nature of YOUR Duties	_____				
Reason for Leaving: _____ ☐ ☐					

Dates Employed

Employer (Most Recent)	_____	From			Starting Salary
	_____	Mo.	Day	Yr.	
Full Address	_____				
Phone	_____				
Supervisor's Name	_____	To			Ending Salary
	_____	Mo.	Day	Yr.	
Title and Nature of YOUR Duties	_____				
Reason for Leaving: _____					

Dates Employed

Employer (Most Recent)	_____	From			Starting Salary
	_____	Mo.	Day	Yr.	
Full Address	_____				
Phone	_____				
Supervisor's Name	_____	To			Ending Salary
	_____	Mo.	Day	Yr.	
Title and Nature of YOUR Duties	_____				
Reason for Leaving: _____					

**MAY WE CONTACT YOUR
CURRENT EMPLOYER?**

YES ☐

NO ☐

Have you ever been discharged from a job or asked to resign?

Yes ☐

No ☐

If yes, please explain

EDUCATION AND SKILLS

	High School	Under Graduate College/University	Graduate/Professional
School Name			
City, State			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Course of Study or Major			

Explain why you are seeking this position.	
State your Christian beliefs and how you live out your faith.	
Describe any specialized training, skills or extracurricular activities that are relevant to the job for which you are applying.	

GENERAL INFORMATION

What do you hope to be doing in five years?	What would your last manager/supervisor say about your job performance?
What has been your favorite/ most interesting Job?	What made it enjoyable/interesting?
What job did you like the least?	Why did you like it least?

REFERENCES

List two individuals, other than relatives, who will serve as professional references and who have known you for at least one year.

	Name	Address	Phone	Relationship
1.				
2.				

ACKNOWLEDGMENT OF RECEIPT

I understand and acknowledge the following:

1. If I am offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States within three days of commencing employment.
2. I understand that, if I am employed, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents, regardless of when discovered to be false or omitted, may result in my immediate dismissal.
3. I agree to conform to the rules and regulations of the Church and acknowledge the same may be modified, changed, amended, supplemented or otherwise altered from time to time.
4. I understand that prior to employment and at any time after employment commences a consumer report may be requested for employment purposes including, but not limited to; credit report, criminal history to the extent permitted by law, general character, work habits, performance experience, reasons for termination, etc. I further understand if offered employment I agree to report any criminal conviction to the Church within three days.
5. I understand that I will be required to possess a current and valid driver's license if my job requires me to drive in the course of my work. Proof of Insurance may also be required.
6. I understand and agree that, if I am offered a position, it will be offered on the condition that my employment shall be at will and for no definite period. I understand and agree that my employment may be terminated at any time, with or without cause, and with or without notice, at the option of either the Company or myself.
7. I understand and agree that I may be asked to participate in pre-employment alcohol and/or drug screening as part of the application process and the initial testing will be paid for by the Church. I agree to report to work drug-free throughout my employment and may be subject to subsequent testing. I authorize any physician to release information which may be necessary to determine my ability to perform my assigned duties as permitted by law.
8. I understand that no individual may alter or amend the conditions set forth in paragraphs one (1) through seven (7) above. I understand that the foregoing conditions can only be altered or amended by a written agreement signed by the Senior Pastor or the United Methodist Church Conference.

Applicant's Signature _____ Date _____

Medina United Methodist Church is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, creed, sex, national origin, age, disability, genetic information, or other protected classification, in accordance with State and federal laws for religious organizations.

This application is current up to 90 days & will be accepted only for the position(s) indicated. If after 90 days you have not been offered employment and still wish to be considered for employment, you must reapply.