

CENTREVILLE UNITED METHODIST CHURCH
6400 Old Centreville Road, Centreville, VA 20121-2628
Office (703) 830-2684 ~ Fax (703) 830-2801

APPLICATION FOR EMPLOYMENT

Centreville United Methodist Church is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, age, sex, marital status, national origin, physical or mental disability, or veteran status. Centreville may discriminate on the basis of religion only where an applicant's faith is a bona fide occupational qualification of the position sought.

Name _____ Date _____
 LAST FIRST MIDDLE

Address _____
 NUMBER & STREET CITY STATE ZIP CODE

Position Applied For _____ Specialty _____
_____ Full Time _____ Part Time Date Available _____ Salary Desired _____

Phone Number _____ Alternate Phone _____

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No
If offered employment, you will be required to provide documentation to verify eligibility.

Education: Please indicate your education or training which you believe qualifies you for the position you are seeking.

High School: Number of years completed (*circle one*) 1 2 3 4 Diploma: Yes No GED: Yes No
School: _____

College and/or Vocational School: Number of years completed (*circle one*) 1 2 3 4
School(s) _____
Address/City/State _____
Major _____ Degrees and/or Certificate Earned/Date _____

Other Training or Degrees:
School(s) _____
Address/City/State _____
Course _____ Degrees and/or Certificate Earned/Date _____

Professional Registration: (if applicable)
State of Virginia License Number _____ Expiration Date _____
Other State License Number _____ Expiration Date _____

Record of Conviction:

Have you ever been convicted of a crime other than minor traffic offense (*including while in military service*)? ___ Yes ___ No

If yes, please explain: _____

(A conviction will not necessary automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

This application for employment is valid for 90 days. Consideration for employment after 90 days requires a new application.

Employment: List your employment for the last five years, last employer first, including U.S. Military Service.

May we contact your present employer? ___ Yes ___ No

If any employment was under a different name, indicate name: _____

Have you ever been employed by another United Methodist church? ___ Yes ___ No

If yes, please be sure to include this information under employment.

Employer _____

Address _____

Telephone _____ Position _____ Date of Employment: From _____ to _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Responsibilities/Duties _____

Full time _____ Part time _____ Number of hours/week _____

Reason for Leaving _____

Employer _____

Address _____

Telephone _____ Position _____ Date of Employment: From _____ to _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Responsibilities/Duties _____

Full time _____ Part time _____ Number of hours/week _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ___ Yes ___ No

If yes, please explain: _____

Professional References

Name _____

Address _____

Telephone (_____) _____

Name _____

Address _____

Telephone (_____) _____

Personal References

Name _____

Address _____

Telephone (_____) _____

Name _____

Address _____

Telephone (_____) _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Centreville United Methodist Church to verify their accuracy and to obtain reference information on my work performance.

I hereby release the Church from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omission of facts called for on this application shall be considered sufficient basis for dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Church. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and is at will. I further understand that either I or the Employer may terminate my employment at any time with or without notice or cause.

Applicant's Signature _____ Date _____