



Windsor Village United Methodist Church Employment Application

Date of Application _____, 20____
Month / Day Year

PLEASE PRINT LEGIBLY

| | |
|---------------------------------------|--|
| Name you prefer to be called _____ | Social Security Number _____-_____-_____ - - |
|---------------------------------------|--|

Name _____
Last First MI

Address _____
Number Street Apt.

City State Zip Code

Home Telephone (____) _____ Other Telephone (____) _____
Area Code Phone Number Area Code Phone Number

How were you referred to Windsor Village United Methodist Church? _____

Have you previously worked for Windsor Village United Methodist Church? Yes No

If Yes, specify position(s) and date(s)

Do you have any relatives employed by Windsor Village United Methodist Church? Yes No

If Yes specify name(s) and department(s)

Type of position desired _____ F-T P-T Date available _____

Salary required \$ _____ per _____ Are you willing to travel if required? Yes No

Are there any days or hours you would be unwilling to work? Yes No If yes, specify _____

NOTE:You may attach a supplemental resume or reference letters, however, all requested information on this application must be completed. This application will be given every consideration, but its receipt does not imply that you will be hired.

| | | | | |
|--|--|----------------------------|---------------------------|----------------------|
| <p>Please list your most recent paid position first. You may attach a separate sheet describing volunteer assignments.</p> <p>May we contact all listed employers? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, specify _____</p> | | | | |
| | | | | |
| Firm | | | Job Title | |
| Address | | | | |
| Date Started | | Date of Termination | Reason for Leaving | |
| Supervisor's Name and Position | | Phone Number | Beginning Salary | Ending Salary |
| Your Responsibilities | | | | |
| | | | | |
| Firm | | | Job Title | |
| Address | | | | |
| Date Started | | Date of Termination | Reason for Leaving | |
| Supervisor's Name and Position | | Phone Number | Beginning Salary | Ending Salary |
| Your Responsibilities | | | | |
| | | | | |
| Firm | | | Job Title | |
| Address | | | | |
| Date Started | | Date of Termination | Reason for Leaving | |
| Supervisor's Name and Position | | Phone Number | Beginning Salary | Ending Salary |
| Your Responsibilities | | | | |

| | Name and Address of School | Graduated | | Date Attended | | Degree Earned and Major Field of Study |
|-------------------------------------|----------------------------|-----------|----|---------------|----|--|
| | | Yes | No | From | To | |
| High School | | | | | | |
| College | | | | | | |
| Graduate School | | | | | | |
| Other (Business Services, Trade) | | | | | | |

List Professional License/Certification: _____

List Professional Societies, Memberships, and Offices held: _____

Have you been arrested, convicted of a crime other than a minor traffic violation, or pleaded *nolo contendere* in a criminal case?
 Yes No If yes, please explain _____

| | | | |
|--|--------|------------|--------------|
| U.S. Military Service Period of Service | Branch | Final Rank | Major Duties |
| From _____ To _____ | | | |

Do you have knowledge of a physical or mental condition which would, should you be hired, affect your ability to perform duties and responsibilities of the role for which you are applying? Yes No If yes, please explain _____

Are you over 18 years of age? Yes No

Are you a citizen of the U.S. or do you have the legal right to be employed in the U.S.? Yes No

Please complete the information below, if applicable.

Typing Speed (wpm) _____

Computer Yes No Software _____

Graphics Yes No Software _____

Other (Please Describe) _____

Give three references, NOT RELATIVES, who have known you at least two years.

| Name | Address | Phone | Occupation |
|------|---------|-------|------------|
| | | | |
| | | | |
| | | | |

AGREEMENT

NOTE: We will conduct an investigation into whether you have been convicted of a Felony or Misdemeanor. Under our policy, past convictions may or may not disqualify you from a volunteer or staff position. The decisions will be made very carefully, considering all facts of the conviction(s) and the role for which you are applying. Your failure to disclose past convictions may disqualify you from obtaining employment with WVUMC.

I represent that all information that I submit to Windsor Village United Methodist Church in support of my application is true and complete. I understand that false information and omissions, in whole or in part, in support of my application, are likely to subject me to immediate discharge at any time during the period of employment, should I be hired. I authorize WVUMC to verify any and all information concerning my work history, experience, and education with the appropriate individuals, companies, institutions or agencies, and I authorize them to release records or summaries thereof without any obligation to provide me written notice of such disclosure. I will hold WVUMC and such persons or entities harmless from any liability whatsoever as a result of such disclosures.

Please print your name _____

Signature _____ **Date** _____