

Lincolnia United Methodist Church Employment Application Form

Instructions: Type or Print clearly in black or blue ink. Answer all questions.

A resume may be attached to the completed application.

PERSONAL INFORMATION:

Name:(first)_____ (middle)_____ (last)_____

Street Address: _____

City, State, Zip Code: _____

Phone: (____)_____ _ Alternate Phone: (____) _____

E-mail: _____

Social Security Number: _____

Are you eligible to work in the United States? Yes _____ No _____

A background check is done on all hired employees. Have you been convicted of or pleaded no contest to a felony within the last five years? No____ Yes____ If yes, please explain:

POSITION/AVAILABILITY: Position Applied For _____

What date are you available to start work? _____

EDUCATION: Name and Address of School - Degree/Diploma - Graduation Date

SKILLS AND QUALIFICATIONS: List your skills as related to this job, training, and awards.

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____ Title _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

Previous Employment (begin with most recent):

EMPLOYER ADDRESS EMPLOYED FROM/TO

_____/_____
_____/_____
_____/_____
_____/_____

May We Contact Your Current and Past Employers? Yes _____ No _____

CHURCH AFFILIATION: (during the Past 10 Years)

CHURCH ADDRESS

VOLUNTEER EXPERIENCE:

ORGANIZATION NAME AND NUMBER OF CONTACT PERSON

WORK RELATED REFERENCES:

Name / Title / Address / Phone for 3 references familiar with your work.

(Letters may be attached if available)

1. _____

2. _____

3. _____

VEHICLE OPERATOR INFORMATION:

Operator's License Number: _____ State: _____

1. How many years' driving experience do you have? _____

2. Have you been in a motor vehicle accident in the past seven years. If so, please explain.

OTHER COMMENTS/INFORMATION:

What else do we need to know about you that may be helpful in our decision to hire you?

Non-Discrimination Statement

Lincolnia United Methodist Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

Employment At Will

Employment with Lincolnia United Methodist Church is “at will” and not by contract either express or implied. This means that if you become employed at Lincolnia United Methodist Church, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

Certification and Release

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Lincolnia United Methodist Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Lincolnia United Methodist Church, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

For more information, please contact, or forward a letter of interest, references and resume to:
Debbie Fraser, Board of Trustees
Lincolnia United Methodist Church
6335 Little River Turnpike, Alexandria, VA 22312