

Employee Application

Position Applied for: _____ Date Available to Start: _____

Personal

Name: _____
 Address _____

Home Phone: _____
 Cell Phone: _____
 E-mail: _____
 Social Security #: _____

Age: Under 18 18-25 over 25 Sex: Male Female

Marital Status: Single Married Divorced Widowed

Have you any health problems which may affect your performance of duties? Yes No

If yes, explain _____

In case of emergency, whom shall we notify?

	Name	Phone
Have you at any time ever:		
Been arrested for any reason?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Been convicted, or plead no contest to a crime either a misdemeanor or a felony?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Engaged in, or been accused of, any child molestation, exploitation, abuse, or improper conduct involving a minor.		<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of these questions is "yes", please explain in detail:

Qualifications:

Academic achievements: (Schools attended, degrees earned, dates of completion)

Continuing education completed: (Courses taken, dates of completion)

Professional organizations: (List any in which you have membership)

First aid training? Yes No Date completed: _____
 CPR training? Yes No Date completed: _____

Previous Work Experience:

List previous employers from the past five years. Include job title, description of position duties and responsibilities, name and address of the employer, name of your immediate supervisor and dates you were employed in each position.

Previous Volunteer Experience

List any relevant ministry or other volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, address and phone number of the volunteer organization and the dates of your volunteer service.

Church Activity

What church or churches have you attended in the past five years?

Church Name	Pastor's name	Years Attended
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What spiritual gifts and talents do you possess that have prepared you for this job setting in the church?

References (Other than Relatives)

Name/Relationship	Address	Phone
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Applicant Verification & Release

I hereby certify that the information I have provided on this application for employment is true and correct. I authorize Calvary United Methodist Church to verify the information I have provided by contacting references, employers, or others I have listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. I authorize Calvary United Methodist Church to obtain a Pennsylvania State Police Criminal Record Check and a Pennsylvania Child Abuse History Clearance. Furthermore, I waive any rights I may have to confidentiality.

I have carefully read the policy and procedures of the Calvary United Methodist Church and in the event that my application is accepted and I become employed by the Church, I agree to abide by and be bound by the policies of the Church and to refrain from inappropriate conduct in the performance of my duties on behalf of the Calvary United Methodist Church.

Signature of Applicant

Witness

Date

Date

