



**Trinity UMC  
APPLICATION FOR EMPLOYMENT**

Trinity is an equal opportunity employer and does not discriminate, or tolerate discrimination against any employee or applicant in any manner prohibited by law. *Applicants may be tested for illegal drug use.*

**PLEASE PRINT** Date

Name: \_\_\_\_\_  
Last First Middle Maiden

Present address: \_\_\_\_\_  
Street City State Zip Code

How long at address? \_\_\_\_\_ months \_\_\_\_\_ years Best phone# to reach you

Are you legally eligible to work in the United States?  Yes  No (Proof of eligibility will be required upon employment)

Have you ever been fired or asked to resign from a job?  Yes  No If yes, please explain: \_\_\_\_\_

Are you 18 or older?  Yes  No If under 18 , you may be required to provide authorization

Position applied for _____	Days/hours available to work
Salary desired _____	No Pref. _____ Thu _____ Nights _____
Date available to start? _____	Mon _____ Fri _____ Weekends _____
	Tue _____ Sat _____
	Wed _____ Sun _____

Employment desired:  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

Education	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate				
Vocational				

List certifications, licenses, accreditations

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References** Please list two individuals, other than relatives who can provide professional references.

Name	Name
Position/How you know	Position/How you know
Company	Company
Telephone	Telephone

<b>Work Experience</b>	Please list your work experience for the <b>past five years</b> beginning with your <b>most recent</b> . Explain any employment gaps three months or longer. If self-employed, give firm name. <b>Attach additional sheet if necessary.</b>		
Name of employer	Name of last supervisor	Employment dates From To	Pay or salary
City, State, Zip Code			
Phone number		Your last job title	
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
<b>May we contact your present employer?</b> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of employer	Name of last supervisor	Employment dates From To	Pay or salary
City, State, Zip Code			
Phone number		Your last job title	
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
<b>May we contact this employer?</b> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of employer	Name of last supervisor	Employment dates From To	Pay or salary
City, State, Zip Code			
Phone number		Your last job title	
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
<b>May we contact this employer?</b> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Criminal Background</b>	<p>Have you ever been convicted of, received a sentence for, pled nolo contendere (no contest) to, been placed on probation, or fined by any judicial or quasi-judicial body for a crime, other than a minor traffic violation?</p> <p><i>NOTE: Answering "yes" to this question is not an automatic bar to employment. <b>Arrest records and juvenile, sealed, and expunged records should not be disclosed. Any other criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment. Also, in accordance with any state or federal regulations, you may be required to provide copies of any criminal records.</b></i></p>		

	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the details of the conviction/offense, the sentence for the conviction/offense, the date of the conviction/offense (month and year), and your rehabilitation since then:
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<b>Additional Information</b>	List any other experience, skills or qualifications, which you believe should be considered in evaluating your application for employment.
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<b>For Jobs that Require Driving</b>
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Do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you been convicted of any moving violation in the past five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
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<b>Military</b>	Please list any job-related training or experience in the United States Military which you would like considered in connection with your application for employment
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**Please make sure you sign your application as it cannot be considered unless it is signed**

<b>Application Acknowledgement and Authorization</b>
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<b>PLEASE READ CAREFULLY BEFORE SIGNING</b>
It is the policy of Trinity to afford equal opportunity to all employees and applicants without regard to any characteristic protected by law.

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) may be cause for denial of employment or immediate termination of employment, regardless of when or how disclosed.
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I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation. I hereby give Trinity permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Trinity from any liability as a result of such contact.
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If hired, I agree to abide by all of Trinity's rules and regulations, and understand that, if employed, my employment is "at will" and may be terminated with or without cause, and with or without notice, at any time, at the option of either the church or me, I further understand that no representation, whether oral or written by any representative or agent of Trinity, at any time, can constitute a contract of employment.
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I understand that Trinity shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of Trinity has the authority to enter into any agreement for employment for any specified period of time other than in a document signed by the Pastor(s).
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I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.
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Signature of applicant _____	Date: _____
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Thank you for completing this application form and for your interest in Trinity United Methodist Church!
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