



**Trinity UMC  
APPLICATION FOR EMPLOYMENT**

Trinity is an equal opportunity employer. Applications are accepted and selection decisions are made without regard to race, sex (including sexual orientation, gender expression, and gender identity), pregnancy (including childbirth and related medical conditions), national origin, color, religion (where applicable), age, disability or handicap, genetic information, military status, citizenship status, or any other protected classes under state, local, or county regulations. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization. This is a drug-

<b>PLEASE PRINT</b>	Date _____
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Name: \_\_\_\_\_

Last	First	Middle
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Present address: \_\_\_\_\_

Street	City	State	Zip Code
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Email address: \_\_\_\_\_ Phone # \_\_\_\_\_

Are you legally eligible to work in the United States?     Yes     No (Proof of identity and employment authorization required upon hire)

Will you now or in the future require sponsorship for employment visa status (e.g. H-1 visa)?     Yes     No  
(Note: This position is not eligible for sponsorship)

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	Did You Graduate?	Years Completed	Degree Received and Major Subject	Name of School & Location
High School or GED	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Trade, Business, or Correspondence	<input type="checkbox"/> Yes <input type="checkbox"/> No			
College	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No			

**Work Experience**    Please list your work experience beginning with your **most recent**. Explain any employment gaps three months or longer. If self-employed, give firm name. Attach additional sheet or refer to included resume if necessary.

Name of employer/business	Name of last supervisor	Employment dates From    To	Pay or salary
City	State and 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 or include on resume.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Work Experience</b>	Continued		
Name of employer/business	Name of last supervisor	Employment dates From      To	Pay or salary
City	State and 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 or include on resume.			
Name of employer/business	Name of last supervisor	Employment dates From      To	Pay or salary
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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 or include on resume.			
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City	State and 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 or include on resume.			

## Tell Us About Your Special Skills and Qualifications

List any special skills, training, experience, certifications, or licenses that may be relevant to this position or our company

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List any professional, trade, business, or civic activities or offices held that would relate to working here

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List any foreign languages that you fluently speak, read, and/or write that would relate to working here

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List software programs that you are proficient in

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## For Jobs that Require Driving

Do you hold a valid and unexpired driver's license that is not currently suspended or revoked?  Yes  No If no, please explain:

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## Military

Please list any job-related training or experience in the United States Armed Forces that 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.**

## Agreement and Release

The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application (even if discovered after employment) may lead to dismissal or denial of employment. If required, I agree to submit to any drug or alcohol testing prior to or after employment. I understand that submission of this application does not imply I will be hired.

I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.

I understand that if my application is accepted and I am hired, employment at Trinity United Methodist Church is "employment at will." It is further understood that this at-will relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of Trinity United Methodist Church specifically acknowledges such change. I further understand that my at-will employment may be terminated at any time by me or by Trinity United Methodist Church and includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period.

I have read, understand, and by my signature consent to these statements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Tell Us About You**

1. What is something you care deeply about?

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2. Do you have a church home, and if so, how do you feel like you are contributing to the mission and vision there?

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3. What about this position generates excitement in you?

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4. Why do you want to work here?

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