

APPLICATION FOR EMPLOYMENT
Epworth United Methodist Church
3002 Hope Valley Road, Durham, NC 27707
www.epworth-umc.org - (919) 489-6557

Today's date _____

First Name **Middle Name** **Last Name**

Street Address

City **State** **Zip** **Telephone** **Email**

Days & Hours Available to Work _____ **Possible Start Date** _____

EDUCATION - *please list most recent first*

School/College **Years Attended** **Major Subject** **Degree/Certificate**

SKILLS, EXPERIENCE & INTERESTS

List your skills or certifications which relate to position desired. _____

What church-related activities have you been involved in? _____

List any organizations or community activities that you have been involved with. _____

EMPLOYMENT HISTORY – *most recent first. If more space is needed, attach another sheet. Please account for any discontinuity in time.*

POSITION TITLE & DESCRIPTION _____

Employer _____

Address & Phone _____

Employment Dates _____

Main Responsibilities _____

Name of Supervisor _____ **May we contact this person?** _____

Number of Hours Worked Weekly _____ **Salary** _____

Reason for Leaving _____

POSITION TITLE & DESCRIPTION _____

Employer _____

Address & Phone _____

Employment Dates _____

Main Responsibilities _____

Name of Supervisor _____ **May we contact this person?** _____

Number of Hours Worked Weekly _____ **Salary** _____

Reason for Leaving _____

Employment History – continued

POSITION TITLE & DESCRIPTION _____

Employer _____

Address & Phone _____

Employment Dates _____

Main Responsibilities _____

Name of Supervisor _____ May we contact this person? _____

Number of Hours Worked Weekly _____ Salary _____

Reason for Leaving _____

REFERENCES – please list three personal references. Do not include names of relatives or names from the Employment History section of this application.

Name _____

Address _____

Home Phone _____ Work Phone _____

Relationship _____

Name _____

Address _____

Home Phone _____ Work Phone _____

Relationship _____

Name _____

Address _____

Home Phone _____ Work Phone _____

Relationship _____

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this church to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this church is "at will," which means that either the church or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ **Date** _____

I understand that prior to employment, Epworth United Methodist Church, in accordance to our Safe Sanctuary policy, will conduct a criminal background check. I will provide Epworth United Methodist Church the information needed to conduct this check.

Signature: _____ **Date** _____

Thank you for your interest in Epworth United Methodist Church