

Application for Employment

Aldersgate United Methodist Church is an Equal Opportunity Employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should email info@aumctustin.org.

Please print clearly and complete all information requested.

Name:

Last

First

Middle

Street Address:

City

State

Zip

Home Phone Number: ()

Cell Phone Number: ()

E-mail Address:

POSITION DESIRED

Position(s) Applying For:

How did you Hear About the Position:

Desired Salary:

Date Available:

Type of Work Desired: Full Time Part Time Either

Please indicate days and hours available to work in chart below:

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

PERSONAL INFORMATION

If hired, can you present proof of your legal right to work in the United States?

[] Yes

[] No

Are you at least 18 years of age or older? If "no," a work permit may be required.

[] Yes

[] No

Have you worked under or been known by another name? [This information is used for references checking] If yes, give name(s) and dates used:

[] Yes

[] No

Have you ever worked for Aldersgate United Methodist Church?

[] Yes

[] No

Are any relatives or members of your household currently employed by Aldersgate United Methodist Church?

[] Yes

[] No

Have you ever been discharged from any employment, asked to resign or advised that if you did not resign, your employment would be terminated? If yes, please explain.

[] Yes

[] No

EDUCATION AND TRAINING

| Type of School | Name and Location | No. of Years Completed | Major & Degree | Did You Graduate |
|------------------------------|-------------------|------------------------|----------------|--|
| High School/ GED | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Trade or Technical School | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| College or University | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

SPECIAL SKILLS

| | |
|--|--|
| Licenses/Certificates: | Answer only if position applied for requires driver's license. Do you have a valid California driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Keyboarding WPM: | Computer Programs: |
| Office Equipment: | |
| Foreign Language Skills (optional): <input type="checkbox"/> Speak _____ <input type="checkbox"/> Read _____ <input type="checkbox"/> Write _____ <input type="checkbox"/> Interpret and/or translate _____ | |
| Do you have any other experience, training, qualifications or skills which you feel makes you especially suited for the position applied for? If so, please explain. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

EMPLOYMENT HISTORY

For the last 10 years, starting with most recent, list each job held and account for all periods between jobs. Attach additional sheets if necessary.

| | | | |
|---|--|--|--|
| EMPLOYER: | | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Address: | | Supervisor's Name: | |
| Phone: | | | |
| Date Started: | | Date Left: | |
| Title or Position: | | | |
| Duties and Responsibilities: | | Reason for Leaving: | |
| Account for periods of unemployment between jobs: | | | |
| EMPLOYER: | | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Address: | | Supervisor's Name: | |
| Phone: | | | |
| Date Started: | | Date Left: | |
| Title or Position: | | | |
| Duties and Responsibilities: | | Reason for Leaving: | |
| Account for periods of unemployment between jobs: | | | |
| EMPLOYER: | | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Address: | | Supervisor's Name: | |
| Phone: | | | |
| Date Started: | | Date Left: | |
| Title or Position: | | | |
| Duties and Responsibilities: | | Reason for Leaving: | |
| Account for periods of unemployment between jobs: | | | |

| | | | |
|---|--|--|--|
| EMPLOYER: | | May we contact this employer? [] Yes [] No | |
| Address: | | Supervisor's Name: | |
| Phone: | | | |
| Date Started: | | Date Left: | |
| Title or Position: | | | |
| Duties and Responsibilities: | | Reason for Leaving: | |
| | | | |
| Account for periods of unemployment between jobs: | | | |

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|--|--|
| CERTIFICATION | |
| <p>Important, please read carefully and sign. <i>Note: qualified applicants for employment, including those with criminal histories, will be considered for employment in a manner consistent with the requirements of applicable federal, state and local laws.</i></p> | |
| <p>I hereby certify that the information on this application and all other information otherwise provided is true and correct. I understand that any misrepresentations or omissions will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.</p> <p>I understand that if I am offered employment, such offer may be conditioned upon the successful completion of a reference check, background investigation, applicable licensure/certification/degree verifications and/or my ability to qualify for a bond if required for the position.</p> <p>If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the Aldersgate United Methodist Church can terminate the relationship at will, with or without cause, at any time with or without prior notice. I further acknowledge that the only manner in which the "at will" nature of the employment relationship can be altered is by means of a specific written agreement signed by me and the appropriate supervisor at the Aldersgate United Methodist Church.</p> <p>I understand that should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Aldersgate United Methodist Church, I am entitled to copies of any such public records obtained by the Church unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.</p> <p><input type="checkbox"/> I waive receipt of a copy of any public record described in the paragraph above.</p> <p>I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.</p> | |
| <p>Applicant's Signature _____ Date: _____</p> | |