

**CONFIDENTIAL APPLICATION  
 FOR EMPLOYMENT**

DATE(S) OF INTERVIEW \_\_\_\_\_, \_\_\_\_\_  
 #1 INTERVIEW BY 1) \_\_\_\_\_, 2) \_\_\_\_\_ 3) \_\_\_\_\_  
 #2 INTERVIEW BY 1) \_\_\_\_\_, 2) \_\_\_\_\_ 3) \_\_\_\_\_  
 TO BE HIRED ON \_\_\_\_\_ APPLICATION FILED \_\_\_\_\_  
 AT: FULL TIME \_\_\_\_\_, PART TIME \_\_\_\_\_  
 SALARY \$ \_\_\_\_\_ PER: \_\_\_\_\_ HOUR, \_\_\_\_\_ MONTH  
 APPROVALS: SENIOR PASTOR \_\_\_\_\_, SPRC \_\_\_\_\_  
 ✓ Check Consumer Authorization & Notification form signed.

*This application is not only a factor in considering you for employment, but is also kept as a permanent record if you are employed. Please print legibly in blue or black ink.*

**PERSONAL INFORMATION**

Date \_\_\_\_\_  
 Name (in full) \_\_\_\_\_ Phone # \_\_\_\_\_  
 Street Address \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you eligible to be legally employed in the United States? \_\_\_\_\_  
 Computer program skills \_\_\_\_\_  
 Are you presently employed? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_  
 Do you have reliable means of transportation? Yes/No \_\_\_\_\_ Have you ever been convicted of a crime? \_\_\_\_\_  
 Have you ever been bonded? \_\_\_\_\_ Company and amount? \_\_\_\_\_  
 Has bond ever been refused? \_\_\_\_\_ If so, why? \_\_\_\_\_  
 Applicant's military experience \_\_\_\_\_  
 Name any relatives or personal acquaintances in our employ if any \_\_\_\_\_  
 Position applied for \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Salary expected \$ \_\_\_\_\_  
 How soon after notification can you report for work? \_\_\_\_\_ Hobbies \_\_\_\_\_

**EDUCATION**

Indicate highest grade completed \_\_\_ 11, \_\_\_ 12, \_\_\_ GED -- \_\_\_ Yrs. College \_\_\_ Yrs. Graduate School

	Name and address of school	Degree
High School		
College		
Commercial trade		
Other		

Are you attending school at present? \_\_\_\_\_ If so, where? \_\_\_\_\_

**CHURCH HISTORY**

Current church \_\_\_\_\_ Are you a member? \_\_\_\_\_ From/to yrs. \_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Previous church \_\_\_\_\_ Were you a member? \_\_\_\_\_ From/to yrs. \_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Previous church \_\_\_\_\_ Were you a member? \_\_\_\_\_ From/to yrs. \_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Church volunteer positions held: \_\_\_\_\_

Boards, Committees or Task Forces on which you served: \_\_\_\_\_

Have you ever served on a Church Staff \_\_\_\_\_ If so, direct supervisor \_\_\_\_\_

Name and address of church \_\_\_\_\_ Phone \_\_\_\_\_

Briefly describe your spiritual journey. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to work at Living Word United Methodist Church? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT INFORMATION**

A job description for the position you are seeking at Living Word United Methodist Church has been posted. Have you read and understand the document? \_\_\_\_\_ yes, \_\_\_\_\_ no.

The job description lists essential functions of the job. Can you perform all of the essential functions required? \_\_\_\_.

If your answer to the question above is "no" – please describe any and all accommodations necessary to allow you to perform all of the essential functions of the job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please state below how you have been occupied during the past seven years whether employed or not, giving exact dates, and the most recent first. Add lined paper if necessary to cover the time period requested.

Current or last employer \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties and responsibilities - \_\_\_\_\_

\_\_\_\_\_

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Employer \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties and responsibilities - \_\_\_\_\_

\_\_\_\_\_

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Employer \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties and responsibilities - \_\_\_\_\_

\_\_\_\_\_

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Employer \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties and responsibilities - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES**

*List two individuals who are well acquainted with you (exclude relatives, employees and direct reports)*

Name \_\_\_\_\_ Years known \_\_\_\_ Bus/position \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Describe your relationship with this reference \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_ Bus/position \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Describe your relationship with this reference \_\_\_\_\_

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I have read the employment application and I completely understand each and every question asked. I certify that the answers given by me in the application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me in this application is incomplete, misleading or incorrect, my employment with Living Word United Methodist Church may be terminated. I agree that Living Word United Methodist Church shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

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

\_\_\_\_\_  
Date