

INSTRUCTIONS FOR
Mount Tabor United Methodist Church, Inc.
Application for Employment

To complete an application either:

*print this document, fully complete and sign to prepare for submission as a **hardcopy document** along with your hardcopy resume;

OR

*download this PDF file, fully complete electronically, save the file as either a Word document or PDF with *your first and last name* Job Application.pdf (*Examples: Joe Smith Job Application.docx; Sue Johnson 2020 Job Application.pdf*) to prepare for submission as an **electronic file** along with the electronic file of your resume.

Then follow the directions on the last page of the job description for submission procedures.
You do not have to include this instruction page in your application.

Mount Tabor United Methodist Church, Inc.
Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____
Last name _____ First name _____ Middle name _____
Street Address _____
City _____ State _____ ZIP _____
Telephone _____ Alternate phone (cell) _____
Email address _____

Position applied for _____
How did you hear of this opening? _____
When can you start? _____ Desired Wage \$ _____
Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You will be required to provide documentation showing your identity and authorization to work in the United States.)
 Yes No
Are you looking for full-time employment? Yes No
If no, what hours are you available? _____
Do you have any relatives working at Mount Tabor? Yes No
Have you ever applied for employment at Mount Tabor before? Yes No If so, what year? _____
Have you ever been convicted of a felony? Yes No
If yes, please describe situation. _____

Education

	School Name and Location	Year	Major/Degree
High School	_____	_____	_____
College	_____	_____	_____
College	_____	_____	_____

Post-College _____

Other Training _____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Professional References – Please list three (3) references that can tell us about you. Please include the complete mailing address, contact phone number(s) and/or email addresses for each person listed.

(1) Name _____ email _____

Address _____

City _____ State _____ Zip _____ Phone _____

Capacity in which they know you, e.g. College Professor, etc. _____

(2) Name _____ email _____

Address _____

City _____ State _____ Zip _____ Phone _____

Capacity in which they know you, e.g. College Professor, etc. _____

(3) Name _____ email _____

Address _____

City _____ State _____ Zip _____ Phone _____

Capacity in which they know you, e.g. College Professor, etc. _____

Employment History – start with the most recent employer

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Attach additional information if necessary.

Employment at Mount Tabor is contingent upon the successful completion of a drug screening test and the successful completion of a National Crime and Sex Offender Background check. Successful completion of these tests is not a guarantee of employment.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This application and any material accompanying it shall become the sole property of Mount Tabor UMC.

By signing this application I hereby authorize any education institution which I have attended to release transcript data or any former employer to release reference data to Mount Tabor UMC upon receipt of a signed copy of this document and release all such parties from any damage that may result from furnishing such information.

I understand that employment at this company is "at will," which means that either I or the church can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

If submitting hardcopy, sign and date below. If submitting electronically, type name and date then read and accept the ELECTRONIC SIGNATURE AGREEMENT.

Signature _____ Date _____

Electronic Signature Agreement: By selecting the "I Accept" button, you acknowledge that you are signing this document electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this document. **I Accept**