



praising God | growing disciples | serving the world

a united methodist community

# Application for Employment

Please answer all questions completely; in your own handwriting and in ink. We are an Equal Opportunity Employer. No question on this application is intended to be discriminatory under any applicable Federal, State, or Local Fair Employment Practices Law. All employment offers are contingent upon proof of your legal right to work in the U.S. and outcome of a background investigation.

Date of Application: \_\_\_\_\_

Position Applying For:    Child Care Provider    Summer Camp Counselor    Volunteer

                                 Before Care Camp Counselor    After Care Camp Counselor

                                 Before Care School Counselor    After Care School Counselor

Name (Last, First, Middle): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ If under age 18, do you have a work permit?    Y    N

Have you submitted an application to Glen Mar UMC before?    Y    N  
If yes, give date(s) and positions(s): \_\_\_\_\_

Does your present employer know of your plans to change employment?    Y    N  
Why do you desire a change? \_\_\_\_\_

May we contact your current employer?    Y    N            Date available for work: \_\_\_\_\_

Have you ever been discharged or requested to resign from a position?    Y    N  
If yes, explain: \_\_\_\_\_

Is there any reason you should not work with or around children or youth?    Y    N  
If yes, explain: \_\_\_\_\_

Have you ever been the subject of a child abuse investigation?    Y    N  
If yes, explain: \_\_\_\_\_

Have you ever been convicted of or pleaded guilty to a criminal offense?    Y    N  
If yes, explain: \_\_\_\_\_

Answering, "yes" to these questions does not constitute an automatic bar to employment; factors such as date of the offense, seriousness and nature of violation, rehabilitation and position applied for will be taken into account.

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## Educational Background

Circle the highest grade completed: Middle School 6 7 8 High School 9 10 11 12  
College 1 2 3 4 Graduate School 1 2 3 4

Apprentice, business, or vocational School: \_\_\_\_\_

School and Location	Major	Diploma/Degree	Year Graduated

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## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. Include any foreign language skills, computer or software application skills:

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## References

Please provide references from your personal/professional and/or academic life.

Name	Occupation	Phone Number	Years Known

**Employment History:** provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent.

1. Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name/Position of Immediate Supervisor: \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Your Position, Title, and Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

2. Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name/Position of Immediate Supervisor: \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Your Position, Title, and Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

3. Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name/Position of Immediate Supervisor: \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Your Position, Title, and Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

4. Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name/Position of Immediate Supervisor: \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Your Position, Title, and Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

We will be calling past employers for references. If you do not want us to contact them, indicate by No next to the employers you do not want contacted.

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## **Applicant Statement**

I hereby affirm that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date. If I am released under these circumstances, I further understand that I will be paid, and receive benefits, only through the day of release.

I expressly authorize, without reservation, Glen Mar UMC, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers (except as clearly noted), public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that if offered a position with Glen Mar UMC, I may be required to submit to a pre-employment medical examination, drug screening and background check and fingerprinting as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I understand that if I am hired, I will be required to provide original documents as proof of identity and legal authority to live and work in the United States.

If employed, I agree to hold in strictest confidence any information concerning the church, its members, and its employees, which may come to my knowledge.

I understand that Glen Mar UMC does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the end of that time, if I have not heard from Glen Mar UMC and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice and Glen Mar UMC reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

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### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

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

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
(if applicant is under the age of 18)