



**ST. PAUL UNITED METHODIST CHURCH
10 N. CENTER STREET, EAST ALTON, IL 62024**

EMPLOYMENT APPLICATION

Name: _____
 Last First Middle

Are you over the age of 18? ___ Yes ___ No

Present Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Position applied for: _____

Date you are available to start: _____

Qualifications:

Academic achievements (Schools attended, degrees earned, dates of completion)

Continuing education completed : (Courses taken, dates of completion, etc., if applicable)

Professional organizations: (List any in which you have membership)

Previous Work Experience: Please list your previous employers from the past five years. Include the job title, a description of position duties and responsibilities, the name of the company/employer, the address of company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

Previous Work Experience (continued):

Previous Volunteer Experience: Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and dates of your volunteer service.

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? _____ No _____ Yes

If yes, please explain:

Waiver and Consent:

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize St. Paul UM Church to verify the information I have provided on this application by contacting references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by St. Paul UM Church, I agree to abide by and be bound by the policies of St. Paul UM Church and to refrain from inappropriate conduct in the performance of my duties on behalf of St. Paul UM Church.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant

Date

Witness

Date

References: Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

1. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

2. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

3. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

PLEASE MAIL THIS APPLICATION TO:

**St. Paul United Methodist Church
10 N. Center Street
East Alton, IL 62024**

ATTN: Staff-Parish Committee