***Christ By The Sea UMC***

***Employment Application***

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** |  |

Thank you for your interest in the Christ By The Sea UMC as an employer.

|  |
| --- |
| **GENERAL INFORMATION** |
| Name (last, first, middle initial)  |
| Street Address                                                                                                                                                                       City, State, Zip  |
| Home Phone No.                                                                                                  Work Phone No.                                                                                       Cell Phone No.EMAIL Address: |
| Are you authorized to work in the United States?   Proof of Authorization will be required post hire. Y es No  |
| **TRAINING AND EDUCATION** |
| CIRCLE HIGHEST GRADE COMPLETED: 8 – 12/GED – Assoc. Degree – Under graduate Degree – Graduate Degree                    |
| Colleges/other training | Major/subject | Degree/certificates |
|  |  |  |
|  |  |  |
| **ADDITIONAL SKILLS  Describe skills relevant to the job for which you are applying** |
| **SKILL** | **TYPE OF EXPERIENCE** | **LEVEL OF EXPERTISE** |
| Office equipment, computers, software (typing speed, programs, etc.) |  |   |
| Technical skills, professional licenses |  |   |
| Other |   |   |
| **BACKGROUND INFORMATION** |
| each case is considered separately based on job duties and performance areas |
| Do you have a valid Florida Driver's License?                   Yes              No                 Other State \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years?                         Yes               No           If yes please explain:  |
| Have you been convicted of a felony or served time in prison within the last ten (10) years?    Yes              NoConviction will not necessarily bar you from employment.  If yes, please explain:   |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|   | **EMPLOYMENT and VOLUNTEER HISTORY** |
|   | Beginning with your present or most recent employment, list your employment history.  Include self-employment, military service, volunteer experience and periods of unemployment.  The following sections MUST be completed even if a resume is submitted. |
|   | Business or Organization:  |  |  |
|   | Address: | Supervisor  |
|   | Phone  | Hours worked/week  | Starting salary  |
|   | Position  |  |
|   | Primary duties Track  |
|   | Reason for leaving  | May we contact this employer  | Supervisor's Phone  |
|   | Business or Organization:  | Employed from:  | To:  |
|   | Address:  | Supervisor  |
|   | Phone  | Hours worked/week  | Starting salary  |
|   | Position Director of Ministries | Last salary |
|   | Primary duties .  |
|   | Reason for leaving  | May we contact this employer  | Supervisor's phone |
|   | Business or Organization:  | Employed from:  | To: |
|   | Address:  | Supervisor  |
|   | Phone | Hours worked/week  | Starting salary  |
|   | Position  | Last salary  |
|   | Primary duties . |
|   | Reason for leaving  | May we contact this employer  | Supervisor's phone |
| **PROFESSIONAL REFERENCES** | **Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance** |   |
|   | Name | Place of employment/title | Phone |
|   |   |   |  |
|  |  |  |  |

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by Christ By The Sea UMC, for dismissal.  I authorize the Christ By The Sea UMC to solicit information regarding my character, general reputation, credit, background criminal search, previous employment, and similar background information, and to contact any and all references I have given on my application.  I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information.

If employed, I release Christ By The Sea UMC from any liability for future references it may provide regarding my work history at the church. I understand that employment with the Employer is “at-will”, which means that either Christ By The Sea UMC or I 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.

*Applicant's signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*