

**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, religious belief, 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. \_\_\_\_\_

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(2) Name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

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

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(3) Name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

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

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**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.

Signature \_\_\_\_\_ Date \_\_\_\_\_