

Tualatin United Methodist Church

Employment Application

Welcome and Thank You

For

Applying With Us

NOTICE TO APPLICANTS

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services and programs is available to all persons. The objective of the company's hiring process is to select the most qualified individual for the job. All applicants are encouraged to provide the company with information that will demonstrate the applicant's qualifications to perform the duties of the job for which the applicant is applying.

PLEASE PRINT

You must fully and accurately complete this application. Incomplete applications will not be considered.

Position applying for: _____ Date of Application: _____

Name: _____ Phone: _____
Last First Middle

Address: _____
Street City State Zip

Social Security Number: _____

Date available for work: _____

Are you 16 or older? Yes No Are you 18 or older? Yes No
Are you legally eligible for employment in this country? (A U.S. citizen or alien authorized to work in U.S.) Yes No
Are you currently employed? Yes No If yes, may we talk to your present employer? Yes No
Do you have any commitments to another employer that might affect your employment with us? Yes No

GENERAL INFORMATION

Conviction of a crime is not an automatic bar to employment with this company, but some jobs may not be held by persons convicted of certain crimes. Factors such as the age of the offense, the seriousness and nature of the violation and rehabilitation will be taken into consideration.

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations? Yes No

If yes, describe in full: _____

EDUCATIONAL HISTORY

School	No. of Years Completed	Name & Location of School	Major Course of Study	Did you Graduate?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No

What school activities and organizations including athletics did you participate in? (Please do not list those activities which would reflect race, color, religion, national origin, disability, or ancestry.) _____

What scholastic honors did you receive? _____

WORK HISTORY

Give present or most recent position first.

FIRM	PERIOD	POSITION HELD AND MAJOR DUTIES	IMMEDIATE SUPERVISOR & TITLE	REASON FOR LEAVING
Name:	From:			
Street:	To:			
City/State:	Weekly or Hourly?*			
Type of Business: Phone:	Rate of Pay?*			
			May we contact your supervisor? __Yes __No	

FIRM	PERIOD	POSITION HELD AND MAJOR DUTIES	IMMEDIATE SUPERVISOR & TITLE	REASON FOR LEAVING
Name:	From:			
Street:	To:			
City/State:	Weekly or Hourly?*			
Type of Business: Phone:	Rate of Pay?*			
			May we contact your supervisor? __Yes __No	

FIRM	PERIOD	POSITION HELD AND MAJOR DUTIES	IMMEDIATE SUPERVISOR & TITLE	REASON FOR LEAVING
Name:	From:			
Street:	To:			
City/State:	Weekly or Hourly?*			
Type of Business: Phone:	Rate of Pay?*			
			May we contact your supervisor? __Yes __No	

*Applicant need not answer. Leaving these areas blank will have no bearing on consideration for employment.

Have you ever been disciplined for absenteeism or tardiness? __Yes __No

U.S. MILITARY SERVICE

Branch of Service: _____ Discharge Date: _____

Describe any special training: _____

MISCELLANEOUS

What other special qualifications have you not listed above: _____

Briefly state why you would like to work with our organization: _____

REFERENCES

Please provide three references, to whom you are not related:

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

SUMMARY

I hereby authorize the potential employer to contact, obtain and verify the accuracy of the information contained in this application from all previous employers, educational institutions and references. I also consent to the obtaining of a consumer report and any other information which may be required in conjunction with this application. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. I understand employment with Tualatin United Methodist Church is employment-at-will.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand this company will not tolerate any acts of violence or sexual harassment or discrimination of any kind. Such acts will lead to disciplinary action, up to and including immediate termination.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Signed: _____ Date: _____