

Application for Employment

Evergreen United Methodist Church
1120 Evergreen Court, Wahpeton, ND 58075
(701) 642-6202 evergreenpastor@702com.net

Evergreen United Methodist Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, she or he should contact Evergreen UMC directly.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____
Address: _____
City, State and Zip Code: _____
Telephone Number: _____
Email Address: _____
Date of Application: _____

Employment Position

Position(s) applying for: _____
How did you hear about this position? _____
On what date can you start working if you are hired? _____

Personal Information

Are you 18 years of age or older? Yes No
Are you 21 years of age or older? Yes No
Are you a U.S. citizen or approved to work in the United States? Yes No
What document can you provide as proof of citizenship or legal status?

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No
If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: A background check will be required prior to employment. No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Initials: _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Evergreen United Methodist Church complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for leaving: _____

(Previous Employment Continued)

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

References

Please provide 3 personal and professional references below:

Reference	Contact Information

AT-WILL EMPLOYMENT

The relationship between you and Evergreen United Methodist Church is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Evergreen United Methodist Church. No representative of Evergreen United Methodist Church has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either the chairperson of the Staff-Parish Relations Committee.

Applicant Signature: _____ Date: _____