

First United Methodist Church

612 Poyntz Avenue, Manhattan, Kansas 66502

EMPLOYMENT APPLICATION

Connections Coordinator

(Please Print)

Name: _____ Today's Date: _____
First Middle Last

Present Address: _____
Street/Box City State Zip How long?

E-Mail address: _____ Phone: _____

Contact in case of an emergency: _____ Phone: _____
Name & Relationship

Education:

High School Graduate Yes No _____
Name of School Year Graduated

College Yes No _____
Name of School Years Attended or Graduated

Graduate Yes No _____
Name of School Years Attended or Graduated

Certificates or Special Training: _____

Attending School Now? Yes No If yes, where and program: _____

Military Service: Yes No Dates of Active Duty: _____

National Guard or Reserve Yes No

Date you can start employment: _____ Are you employed now? Yes No
If yes, may we inquire of your present employer? Yes No

Previous Employment: (Please begin with the most recent, including present)

Employer's Name: _____ Position: _____
Address: _____ Phone: _____
Dates of Employment: _____ Supervisor: _____
Pay: \$ _____ Week/Month Reason for leaving: _____

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Dates of Employment: _____ Supervisor: _____
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Job Related Skills:

How would you describe your experience working in administrative support roles?

List the computer programs in which you consider yourself proficient:

What specialized training and/or experience do you have in database management, social media communications, and video production? Can you provide samples of your work?

Describe your relationship with the United Methodist Church, including any volunteer positions you have held.

Other relevant information for this position:

References: List below three (3) persons not related to you, whom you have known at least one year.

_____ Name	_____ Phone	_____ Position	_____ Years Acquainted
_____ Name	_____ Phone	_____ Position	_____ Years Acquainted
_____ Name	_____ Phone	_____ Position	_____ Years Acquainted

Fair Credit Reporting Act Disclosure: In making this application it is acknowledged that we may request information regarding your character, employment, and background. Upon written request, information concerning the above will be obtained. False or incomplete information in this application is grounds for termination of employment consideration or employment, if already employed.

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE.

Signature

An Equal Opportunity Employer