

FAITHWESTWOOD UNITED METHODIST CHURCH
4814 Oaks Lane
Omaha, Nebraska 68137
Phone (402) 895-3394
Fax (402) 895-3393

APPLICATION FOR EMPLOYMENT

It is the policy of the FaithWestwood United Methodist Church to provide equal employment opportunity for our employees without regard to race, color, sex, age, national origin, marital status or disability.

Date: _____

PERSONAL INFORMATION:

NAME: _____ SOC. SEC.# _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ OTHER: _____

E-mail Address: _____

Position(s) Applying For: _____

Are you available to work: FULL-TIME PART-TIME

Date which you can start employment _____

Are you legally able to work in the United States? YES NO

Is there any other name we should be aware of in order to adequately check your employment or educational history? If so, please list.

Have you applied with Faith-Westwood United Methodist Church before?

YES _____ NO _____

If so, when was the application made and for what position:

Have you ever been employed with Faith Westwood United Methodist Church before?

YES _____ NO _____

If yes, please indicate the department you worked for the dates of employment.

Have you ever been convicted of a Felony? YES _____ NO _____

*Note: A conviction record will not necessarily disqualify an applicant. The circumstances of the conviction will be considered in relation to the nature and duties of the job applied for.

Do you have any relative already employed by Faith-Westwood United Methodist Church?

YES _____ NO _____

If yes, please state name and relationship.

Have you had training/coursework or experience in: (Please check those that apply)

_____	Typing	_____	Word Processing	_____	Data Entry
_____	PC/Computer Terminal	_____	Calculator/Adding Machine		
_____	Dictation Equipment	_____	Bookkeeping		

Please list any qualifications which you feel are applicable to the position for which you have applied. Include equipment or business machines you can operate and any professional licenses and certifications:

Are you able to perform the essential functions of the job for which you are applying with or without a reasonable accommodation?

YES _____ NO _____

EDUCATION AND PREVIOUS EXPERIENCE:

Circle the highest year of school attended: 9 10 11 12 13 14 15

Circle the highest degree attained: JR. HI GED HS AA BA MA PHD

Please list any other Professional Degrees or Certificates:

Name of High School and Location: _____

Please list any other school(s) and their location(s):

Other Formal Training: _____

Do you plan continued study? YES _____ NO _____
If yes, when? _____

EMPLOYMENT HISTORY:

Instructions: Begin with the most RECENT position and include military service and volunteer work where applicable. Do not include names or organizations, clubs, professional societies, or other associations which, by their name or character, indicate the race, color, sex, age, national origin or presence of a disability of its membership.

(1) Employer: _____

Address: _____ Phone #: _____

Dates Employed: _____

Position Held: _____

Supervisor: _____

Description of Duties (explain fully): _____

Reason for leaving: _____

Your ending salary: _____

May we contact this employer: YES _____ NO _____

(2) Employer: _____

Address: _____ Phone #: _____

Dates Employed: _____

Position Held: _____

Supervisor: _____

Description of Duties (explain fully): _____

Reason for leaving: _____

Your ending salary: _____

May we contact this employer: YES _____ NO _____

(3) Employer: _____

Address: _____ Phone #: _____

Dates Employed: _____

Position Held: _____

Supervisor: _____

Description of Duties (explain fully): _____

Reason for leaving: _____

Your ending salary: _____

May we contact this employer: YES _____ NO _____

MILITARY SERVICE:

Have you served or are currently serving in the Armed Forces of the United States:

YES _____ NO _____

If yes, please indicate the branch, date served and ending rank:

REFERENCES:

Please list three references other than relatives or former employers who are well acquainted with your qualifications:

Name: _____

Address: _____

Phone Number: _____ Years Known: _____

Name: _____

Address: _____

Phone Number: _____ Years Known: _____

Name: _____

Address: _____

Phone Number: _____ Years Known: _____

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire, or if hired, dismissal.

I understand that my employment can be terminated, with or without cause, and with or without notice, at any time at the option of either Faith Westwood United Methodist Church or myself. Faith-Westwood United Methodist Church may conduct pre-employment physicals (which may include a drug screen), psychological exams and background investigations depending upon the position being applied for.

I authorize Faith-Westwood United Methodist Church to make such investigation and inquires of my personal, educational and employment history as may be necessary in arriving at an employment decision. I also authorize the Church to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release the Church, former/prospective/subsequent employer, schools and persons from all liability in responding or disclosure in connection with my application.

Signature: _____

Date: _____