



 714 N Beech St.
Wahoo, NE 68066
 (402) 443-4219
 wahoomethodist.org

Application for Employment

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Wahoo First United Methodist Church (Wahoo First UMC) is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, ethnicity, national origin, alienage or citizenship, disability, marital status, military status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Qualified applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and similar state or local laws. A reasonable accommodation is assistance or changes to a position or workplace which will ensure an equal employment opportunity for qualified applicants with disabilities without imposing undue hardship on Wahoo First UMC. Please inform the church's Staff Parish Relations Committee (SPRC) if you need such an accommodation.

Name: _____

Address: _____
STREET CITY STATE ZIP

Phone: _____ **Email:** _____

Position Desired: _____ **Available Start Date:** _____

Desired Hourly Pay or Salary: _____

Have you seen a job description and requirements for the desired position? Yes No

Do you understand these requirements? Yes No

Can you perform all essential functions, with a reasonable accommodation if needed? Yes No

Are you legally eligible for employment in the U.S.? Yes No

Personal References

(References may not be relatives)

	NAME	PHONE	RELATIONSHIP/YEARS KNOWN
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Who referred you to this position? _____

Education

High School: _____
NAME CITY STATE

College(s): _____
NAME CITY STATE DEGREE

NAME CITY STATE DEGREE

Special Training or Certifications: _____

Criminal Convictions

Have you ever been convicted of a crime that has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed? Do not include convictions that were sealed or expunged pursuant to a court order.

Yes No

If yes, please explain below. Please describe the nature of the crime, date of conviction, and your subsequent rehabilitation. Wahoo First UMC will consider this information, and all circumstances will be considered in relation to the specific requirements of the job for which you are applying. A criminal conviction will not necessarily be a barrier to employment. If more room is needed, please attach separate sheets to this application.

Employment Record

List below present and past employment. You may include as part of your employment history any verified work performed on a volunteer basis. Please complete this section even if attaching a resume.

Most Recent Employer:

EMPLOYER	ADDRESS	CITY & STATE	PHONE
Dates Employed: from _____ to _____		POSITION	PT/FT
Job Duties: _____			
Supervisor: _____			
Reason for Leaving: _____			

Previous Employer:

EMPLOYER	ADDRESS	CITY & STATE	PHONE
Dates Employed: from _____ to _____		POSITION	PT/FT
Job Duties: _____			
Supervisor: _____			
Reason for Leaving: _____			

Previous Employer:

EMPLOYER	ADDRESS	CITY & STATE	PHONE
Dates Employed: from _____ to _____		POSITION	PT/FT
Job Duties: _____			
Supervisor: _____			
Reason for Leaving: _____			

Applicant's Certifications

Completion of this application does not guarantee an interview or employment with Wahoo First UMC. Your application will remain current for thirty (30) days from the date of submission. If you wish to renew your application for employment after thirty (30) days, you must fill out another application.

In exchange for Wahoo First UMC's consideration of this application for employment, I acknowledge, agree, and certify that:

INITIALS

All applicants who are offered a position with Wahoo First UMC may be subject to a drug test and background check, which may include a criminal conviction record check. Failure to complete any necessary consent forms or testing will result in the immediate withdrawal of any offer of employment.

INITIALS

If accepted for employment, I agree to comply with all other church policies, procedures, rules, and regulations and to perform all duties assigned to me to the best of my ability. I understand that this application is not a contract for employment. I understand that, if hired, the employment relationship between myself and Wahoo First UMC is terminable-at-will, so that both parties remain free to choose to end the employment relationship at any time for any or no reason without the liability to me for salary, wages, or other benefits, except as may have been earned up to the date of termination of the employment relationship. Any changes in this employment relationship must be made in writing and signed by the SPRC.

INITIALS

I authorize Wahoo First UMC to verify my statements and to undertake an investigation to gather and keep as much employment and nonemployment information as is permitted by law. I authorize Wahoo First UMC to investigate all statements contained in this application and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work, educational history, or character to provide Wahoo First UMC with all requested information. I give permission to all current or previous employers and/or managers to discuss with Wahoo First UMC my personal and employment history, consent to the release of such information, and release them from all liabilities and claims based upon any statements or information they provide.

INITIALS

I have personally completed this application, and all of the information provided in this application, my resume, and any other information submitted for purposes of this application to Wahoo First UMC are true and complete statements of fact. I have not knowingly withheld any information that might adversely affect the consideration of this application. I understand that if this application or any supporting information is falsified in any matter, contains any misrepresentations, or material omissions, I will not be considered for employment. If employed, any false statement, misrepresentation, or material omission made by me in the application process will be grounds for immediate dismissal, regardless of the time elapsed before discovery.

APPLICANT SIGNATURE

DATE