
HICKORY GROVE UNITED METHODIST CHURCH

6401 HICKORY GROVE ROAD
CHARLOTTE, NC 28215

(704) 537-4686
(704) 537-5509 FAX

Preschool 704-537-4658

APPLICATION FOR EMPLOYMENT - Preschool

1. PERSONAL INFORMATION

1. Name: _____

2. Social Security Number: _____ Last _____ First _____ Middle _____
Driver's License State & No.: _____

3. Phone Number: (Home) _____ (Work) _____

Current E-mail Address: _____

4. Place of Residence:

Street _____ Apt. No. _____

City _____ Zip Code _____

5. Are you 18 years old or older? Yes No

6. Are you legally entitled to work in the USA? Yes No

7. Do you have any relatives currently employed by Hickory Grove UMC? If yes, please provide relative's name, position and relationship to you. Yes No

8. Have you ever been convicted for, or entered a guilty plea or a plea of nolo contendere to, a crime (felony or misdemeanor), excluding minor traffic violations? Yes No

If yes, please explain fully and include court of jurisdiction: _____

9. Have you ever been charged, arrested, indicted or convicted for, or entered a guilty plea or a plea of nolo contendere to, a crime (felony or misdemeanor) involving: (a) minors under 18 years of age; and/or (b) church funds, property or members? Yes No

If yes, please explain fully and include court of jurisdiction: _____

Note: As explained in more detail below, a complete criminal history check will be conducted on all applicants for employment with Hickory Grove UMC who are initially selected for potential follow up interviews. You are encouraged to disclose any criminal history as requested above. Arrest, conviction or plea does not automatically exclude you from consideration.

10. Have you ever served in the military? Yes No

If yes, please specify which branch, rank at time of discharge, and type of discharge: _____

II. EMPLOYMENT DESIRED

1. Position sought: _____

2. Date available for work: _____

3. Are you currently employed? Yes No

4. If employed by Hickory Grove UMC, would you also be employed with any other employer, organization, or be self-employed?
Yes No

III. GENERAL EDUCATION

1. Record of Education:

<i>School</i>	<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Number of Years Completed</i>	<i>Did You Graduate?</i>	<i>Diploma or Degree Received</i>
High School					
College					
Graduate School					
Vocational					

2. Other training or courses completed or licenses/certificates you possess, especially child care training: _____

IV. WORK HISTORY

In the following spaces, give a complete record of your employment, including any periods of self-employment, if any. Begin with your most recent employment and work back. For dates of employment, list both the month and year.

1. Name of present/last employer: _____

Address: _____

Dates employed: From _____ To _____

Phone No.: _____ Supervisor's Name and Position: _____

Job title and description of work and responsibilities: _____

Reason for leaving: _____

2. Name of present/last employer: _____

Address: _____

Dates employed: From _____ To _____

Phone No.: _____ Supervisor's Name and Position: _____

Job title and description of work and responsibilities: _____

Reason for leaving: _____

3. Name of present/last employer: _____

Address: _____

Dates employed: From _____ To _____

Phone No.: _____ Supervisor's Name and Position: _____

Job title and description of work and responsibilities: _____

Reason for leaving: _____

4. Name of present/last employer: _____

Address: _____

Dates employed: From _____ To _____

Phone No.: _____ Supervisor's Name and Position: _____

Job title and description of work and responsibilities: _____

Reason for leaving: _____

V. ADDITIONAL CHRISTIAN EDUCATION/EXPERIENCE

1. Please list the churches and/or denominations of which you have been a member and dates of membership. Begin with your most recent membership and work back.

2. Please list any volunteer experience (including Scouts, Sunday School teacher, Athletic Coach, etc) within the past 5 years:

3. Have you ever been terminated or removed from, resigned, relinquished, or been asked to resign or relinquish your status and/or position, either paid or volunteer? If yes, please specify: _____

VI. REFERENCES

1. May we contact the employers/organizations listed above?

Yes No

If no, which ones may we contact? _____

2. Provide the names of three persons (excluding relatives) who know your work and to whom we may refer in confidence.

Name _____ Organization/Address _____ Phone Number _____

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Name _____ Organization/Address _____ Phone Number _____

II. CERTIFICATION

Because of the special relationship of trust and service placed in the individuals who are called to serve as ministers and other staff members at Hickory Grove, Hickory Grove United Methodist Church conditions employment on, among other things, the results of pre-employment criminal records checks for all applicants for employment.

I understand and agree that, as part of my application for employment with Hickory Grove United Methodist Church, I must consent to a criminal records check as specified above, which must show the absence of any criminal record deemed unacceptable by the church in relation to the position(s) for which I am currently applying. I also understand and agree that any failure by me to comply with, complete or meet such requirements will result in the denial of my employment, the withdrawal of my conditional offer of employment, if made, or discharge, as applicable.

I have read the above information carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I further authorize Hickory Grove United Methodist Church to make such investigation and inquiries of my prior employment, my qualifications and abilities, my statements in this application and any attachments to it, my criminal history/records, and any other related matters in arriving at an employment decision. I hereby authorize my previous employers, educational institutions, and religious denominations, churches and other organizations to provide all information that they may have concerning my past employment, education, service, membership or affiliation. In addition, I hereby release Hickory Grove United Methodist Church and its officers, trustees, employees, members and other agents of and from any and all potential liability arising from such investigation and inquiries of the above information and/or the completion of the above criminal record check requirements.

I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it, or in my interview(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, if made, or disciplinary action, up to and including immediate discharge, as applicable.

Date: _____

Signature: _____