**JOB APPLICATION**

**Adrian First United Methodist Church**

1245 W. Maple Ave., Adrian, Michigan 49221

517-265-5689

Adrian First United Methodist Church (AFUMC) 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, he or she should contact the church office. Assuming the applicant, if hired, will have contact with minors within the church setting, each potential employee who is interviewed will undergo a background check (this will require your social security number). In addition, the applicant chosen to fill the position will undergo a drug-screening before the hiring process is complete. The drug-screening will be at the expense of the church. All references will be checked as part of the hiring process.

*Please fill out all of the sections below.* ***Text boxes will expand as needed.***

**Applicant Information**

|  |  |
| --- | --- |
| *Applicant’s Full Name:* | Click here to enter text. |
| *Street Address:* | Click here to enter text. |
| *City, State and Zip Code:* | Click here to enter text. |
| *Telephone number:* | Click here to enter text. [ ]  please check if this is a mobile number |
| *Email Address:* | Click here to enter text. |
| *Please indicate preferred method of contact* | [ ]  email [ ]  text [ ]  phone call |
| *Date of Application:* | Click here to enter a date. |

**Employment Position**

***Position(s) applying for:***  Click here to enter text.

|  |  |
| --- | --- |
| How did you hear about this position? | Click here to enter text. |
| On what date can you start working if you are hired? | Click here to enter text. |
| Do you have reliable transportation to and from work? | Click here to enter text. |
| If hired, will you need to move to Adrian?  | [ ]  Yes [ ]  No |
|  If no, what distance will you travel to come to work? | Click here to enter text. |
| Salary desired: | Click here to enter text. |

**Personal Information**

|  |  |
| --- | --- |
| 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? Click here to enter text. |  |
| Do you have any condition that would require job accommodations? | [ ]  Yes [ ]  No |
|  If yes, please describe accommodation needs: Click here to enter text. |  |
| Have you ever been convicted of a criminal offence (felony or misdemeanor)? | [ ]  Yes [ ]  No |
|  If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:Click here to enter text. |  |

**Job Skills and Qualifications**

Please list below the skills, qualifications, and giftedness you possess for this position.

Click here to enter text.

List all previous work (paid and/or volunteer) involving the experiences and skills necessary for this job. Include information about the tasks and jobs for which you were responsible.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.
5. Click here to enter text.

Is there anything else regarding your qualifications that you would like us to keep in mind?

Click here to enter text.

**Education & Training**

High School

|  |  |  |
| --- | --- | --- |
| **Name** | **Location (City, State)** | **Diploma/GED Earned?** |
| Click here to enter text. | Click here to enter text. | [ ]  Yes [ ]  No |

Vocational School/Specialized Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Location (City, State)** | **Years Attended** | **Certification? Other?** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

College/University

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Location (City, State)** | **Graduation Year** | **Degree** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Post Graduate

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Location (City, State)** | **Graduation Year** | **Degree** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

List any training, education, and other factors that have prepared you to do this work.

Click here to enter text.

**Previous Employment** (beginning with the most recent)

|  |  |
| --- | --- |
| Employer Name: | Click here to enter text. |
| Job Title: | Click here to enter text. |
| Supervisor’s Name: | Click here to enter text. |
| Employers Address: | Click here to enter text. |
| City, State, Zip: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Dates Employed: | Click here to enter text. |
| Reason for Leaving: | Click here to enter text. |

|  |  |
| --- | --- |
| Employer Name: | Click here to enter text. |
| Job Title: | Click here to enter text. |
| Supervisor’s Name: | Click here to enter text. |
| Employers Address: | Click here to enter text. |
| City, State, Zip: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Dates Employed: | Click here to enter text. |
| Reason for Leaving: | Click here to enter text. |

|  |  |
| --- | --- |
| Employer Name: | Click here to enter text. |
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| Employers Address: | Click here to enter text. |
| City, State, Zip: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Dates Employed: | Click here to enter text. |
| Reason for Leaving: | Click here to enter text. |

**References**

Please provide 3 personal and professional references below:

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Relationship** |
| 1. Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 2. Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 3. Click here to enter text. | Click here to enter text. | Click here to enter text. |

**At-Will Employment & Acknowledgement of Background Check**

The relationship between the employee and the AFUMC is referred to as “employment at will.” This means that one’s employment can be terminated at any time for any reason, with or without cause, with or without notice, by the employee or the AFUMC. No representative of AFUMC has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. The employee understands that their employment is “at will,” and they acknowledge that no oral or written statements or representations regarding their employment can alter their at-will employment status, except for a written statement signed by the employee, the Staff-Parish Relations Committee chairperson, and the Sr. Pastor.

I, the undersigned, acknowledge that if I am offered the position, AFUMC will run a criminal background check on me and I will submit myself to a drug screening before the hiring process is complete. I also acknowledge that a refusal to adhere to either or both of these will result in the forfeiture of consideration for this position.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated: 4/25/2019