

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.

Applicant Information

Applicant's Full Name: _____

Street Address: _____

City, State and Zip Code: _____

Telephone number: _____

please check if this is a mobile number

Email Address: _____

Please indicate preferred method of contact

email text phone call

Date of Application: _____

Employment Position

Position(s) applying for:

How did you hear about this position? _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

If hired, will you need to move to Adrian? _____

Yes No

If no, what distance will you travel to come to work? _____

Salary desired: _____

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? _____

Do you have any condition that would require job accommodations? _____

Yes No

If yes, please describe accommodation needs: _____

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: _____

Job Skills and Qualifications (use backside of page if you need more space)

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

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.

2.

3.

4.

5.

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

Education & Training

High School

Name	Location (City, State)	Diploma/GED Earned?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Vocational School/Specialized Training

Name	Location (City, State)	Years Attended	Certification? Other?

College/University

Name	Location (City, State)	Graduation Year	Degree

Post Graduate

Name	Location (City, State)	Graduation Year	Degree

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

Previous Employment (beginning with the most recent)

Employer Name: _____

Job Title: _____

Supervisor's Name: _____

Employers Address: _____

City, State, Zip: _____

Telephone: _____

Dates Employed: _____

Reason for Leaving: _____

Employer Name: _____

Job Title: _____

Supervisor's Name: _____

Employers Address: _____

City, State, Zip: _____

Telephone: _____

Dates Employed: _____

Reason for Leaving: _____

Employer Name: _____
 Job Title: _____
 Supervisor's Name: _____
 Employers Address: _____
 City, State, Zip: _____
 Telephone: _____
 Dates Employed: _____
 Reason for Leaving: _____

References

Please provide 3 personal and professional references below:

Name	Phone Number	Relationship
1.		
2.		
3.		

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: _____