



## EMPLOYMENT APPLICATION

Carlisle United Methodist Church is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Name: \_\_\_\_\_

LAST

FIRST

MIDDLE

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_  Home  Cell Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Addresses of residence (past 7 years)

Are you a member/active attender of Carlisle UMC?  Yes  No

Are you over the age of 18?  Yes  No

Do you have a valid Driver's License?  Yes  No

Are you eligible to work in the United States?  Yes  No

Were you a member of the Armed Services?  Yes  No Branch: \_\_\_\_\_

### Qualifications

*Education: (Schools attended, degrees earned, dates of completion); Continuing Education; Professional Organizations*


**Additional Questions** *\*All record checks only valid within the past five years; CPR and First Aid within the past two years. Please note a conviction will not automatically result in your disqualifications from employment. Convictions will be considered only to the extent they relate to the job for which you have applied. However, failure to disclose a conviction and/or mischaracterization of a conviction will automatically result in your ineligibility from employment and/or termination of employment. Clearances are required for all church staff per Pennsylvania State Law. Carlisle UMC will help you obtain and reimburse for clearances if you are offered a job. Employment is conditional upon return of ALL clearances.*

First Aid?  Yes  No Date Completed \_\_\_\_\_ CPR?  Yes  No Date Completed \_\_\_\_\_

PA State Criminal Record Check?  Yes (Year: \_\_\_\_\_)  No

PA Child Abuse History Clearance?  Yes (Year: \_\_\_\_\_)  No

FBI Fingerprint Check?  Yes (Year: \_\_\_\_\_)  No

National Sex Offender's Registry Check?  Yes (Year: \_\_\_\_\_)  No

Since reaching the age of 18, have you ever been convicted of a crime including but not limited to the following: summary offenses, misdemeanors, or felonies?  Yes (see below)  No

Since reaching the age of 18, have you ever pled guilty to reduced charges?  Yes (see below)  No

If you answered yes to the two previous questions, please describe the conviction in full detail including date(s), location(s), and the nature or type of offense(s).

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**Previous Work Experience:** Please list your employers from the **past five years**. Include the job title, description of position duties and responsibilities, the name of the company/employer, the name of your immediate supervisor, dates employed, and reason for leaving. We will ask you phone/email of supervisor before contacting any employers.

Most recent/current job:
Past employer:
Past employer:
Past employer:

**Previous Volunteer Experience:** Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.


Please tell us about your relationship with Jesus Christ and the Church:

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**References:** Please list three individuals, not family members (one reference must be a person of the opposite gender) \*You will be notified before references are contacted.

**Professional Reference** (current or past supervisor; or co-worker)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

**Second Reference**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

**Third Reference**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

## **Applicant's Certification**

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that if I become employed, any misrepresentation or omission of fact in this application may result in my discharge from employment.

I authorize Carlisle United Methodist Church, as part of its evaluation of my suitability for employment to verify all information set forth by me in this application and to secure from my previous employers and references information concerning my professional accomplishments, skills, character, and ability.

I understand that prior to employment I must produce a current copy of a Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Clearance, FBI Fingerprinting Clearance and National Sex Offenders Registry before hiring.

If I am hired, I agree to immediately notify Carlisle United Methodist Church if I am convicted of any crime including, but not limited to convictions for summary offenses, misdemeanors, felonies or any and all crimes relating to child abuse and/or molestation.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_