



EMPLOYMENT APPLICATION

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

Name:

LAST

FIRST

MIDDLE

Are you over the age of 18? Yes No

Present Address:

City:

State:

Zip Code:

Home/Cell Phone:

Email:

Position Applying For:

Date Available to Start:

Are you a member of Carlisle UMC? Yes No

Are you a relative of a member or employee of Carlisle UMC? Yes No

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

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

Qualifications:

Academic Achievements: Schools attended, degrees earned, dates of completion

Continuing Education completed: Courses taken, dates of completion

Professional organizations: List any in which you have membership

First Aid Training? Yes No Date Completed:

CPR Training? Yes No Date Completed:

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 address of company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

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 His Church:

References: Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

Name:
Address:
Phone:
Email:
Length of time you have known reference:
Relationship to reference:

Name:
Address:
Phone:
Email:
Length of time you have known reference:
Relationship to reference:

Name:
Address:
Phone:
Email:
Length of time you have known reference:
Relationship to reference:

Since reaching age 18, have you been convicted of a crime that has not been annulled, expunged or sealed by a court (including, but not limited to, summary offenses, misdemeanors or felonies)?

Yes No. If "Yes," please describe the convictions in full detail, including date(s), location(s) and the nature or type of offense(s).

Please note that a conviction will not automatically result in your disqualification 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 for employment and/or your termination of employment (even if the conviction would not have barred your employment had it been properly disclosed).

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 I will need to produce a current copy of a Pennsylvania State Police Criminal Record Check and Pennsylvania Child Abuse History Clearance before hiring. I also authorize Carlisle United Methodist Church, if they deem it necessary, to secure from the appropriate sources information concerning criminal convictions and child abuse history clearances. I also agree to execute the written authorizations necessary for Carlisle United Methodist Church to obtain access to and copies of records pertaining to the aforementioned information.

If I am hired, I agree to immediately notify Carlisle United Methodist Church if I am conviction 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.

I further authorize the procurement of criminal record checks and child abuse clearance checks throughout my employment with Carlisle United Methodist Church. For these purposes, a photocopy of my signature, which appears below, shall serve in the same capacity as an original.

Signature of Applicant

Date

Witness

Date