**JOB APPLICATION**

**NEW BETHEL UNITED METHODIST CHURCH**

131 N. Main St.

Glen Carbon, IL 62034

Office: 618-288-5700 \* Fax: 618-4661

Date Received: \_\_\_\_\_\_\_\_

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|  | | | |
| **Personal Information** | | | |
| **Last Name First Name Middle Name** | | | Today’s Date |
| Street Address City State Zip Code | | | |
| Home Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: (\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Are you a United States Citizen or legally eligible to work in  the U. S.? \_\_\_\_\_\_Yes \_\_\_\_\_\_No (*if hired, you will be required to provide documentation that you are eligible to work in the U.S.)* | | |
| Are you 18 or over? \_\_\_\_Yes \_\_\_\_No | | | |
| **Title of Position Applying For** | | Date Available to Begin Work | |
| **Email Address**: | | | |
|  | | | |
| Are you employed now? If so, may we contact your present employer? | | | |

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| --- | --- | --- | --- | --- |
| **Education** | | | | |
| **Name and Location** | | **# Years Completed** | **Major Area of Study** | **Degree/Diploma** |
| High School |  |  |  |  |
| College |  |  |  |  |
| Graduate School |  |  |  |  |
| Technical  or Certificate  Programs |  |  |  |  |

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| **Employment History** Please provide the following information for your previous three employers, beginning with  the most recent: | | | |
| Employer: | Dates Employed:  From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Job Title: |
| Address: | | | |
| Telephone: | | Job Duties: | |
| Weekly Pay Start: Finish: | |
| Reason for Leaving: | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Dates Employed:  From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Job Title: |
| Address: | | | |
| Telephone: | | Job Duties: | |
| Weekly Pay Start: Finish: | |
| Reason for Leaving: | |

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| --- | --- | --- | --- |
| Employer: | Dates Employed:  From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Job Title: |
| Address: | | | |
| Telephone: | | Job Duties: | |
| Weekly Pay Start: Finish: | |
| Reason for Leaving: | |

May we contact your current or most recent employer? No Yes

If yes, please provide a telephone number that we can use to contact them: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your qualifications for the type of employment you are seeking: (Please include skills, special training, etc.)

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| --- | --- | --- | --- | --- |
| **References** Please list names of supervisors, managers, or others who can comment directly on your abilities: | | | | |
| Name | Address | Phone # | Relationship/Occupation | Years Known |
|  |  |  |  |  |
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The New Bethel UMC is an Equal Opportunity Employer. It is the policy of the New Bethel UMC not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

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I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make investigation of my personal references.

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Employment will require compliance with the church’s Safe Sanctuary policies, which may include a criminal background check.

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Signature of Applicant Date