



Employment Application

Leander United Methodist Church

107 S. West Dr..
Leander, TX 78641
Phone number: (512) 259-1284

An Equal Opportunity Employer and a Drug-Free Workplace
Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap

1. Print Name:	_____		
	Last	First	Middle
2. Current Address:	_____		_____
	Number & Street Name		Apartment Number
	_____	_____	_____
	City	County	State
			Zip Code
3. Mailing Address: (If different from above)	_____		_____
	Number & Street Name		Apartment Number
	_____	_____	_____
	City	County	State
			Zip Code
4. Personal Phone:	_____		Business Phone: _____
	Area Code and Number		Area Code and Number
5. Previous Residence:	_____		_____
	Number & Street Name		Apartment Number
	_____	_____	_____
	City	County	State
			Zip Code
7. E-mail Address:	_____		
	E-mail Address		
8. Drivers License #	_____		

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE APPLICATION BELOW

The Office Staff of the church is authorized to verify any or all of the information contained herein. By my signature below, I hereby authorize the release of all information related to my application for employment service, including, but not limited to, military service, education and employment history.

A false answer to any question(s), in this application may be grounds for non-selection, or for termination after you begin work. **All statements are subject to investigation, including a check of your education, training and experience statements.** All information you give will be considered in reviewing your application.

I hereby certify that all statements made in this application and attached resume if included, are true. I understand that any misstatement, misrepresentation material omission or falsification of facts shall cause forfeiture of all rights to employment service with Leander United Methodist Church. **I understand that after a conditional offer of employment service, the following tests may be required as a condition of employment service with Leander United Methodist Church, background check, driver's license records check, criminal history check.**

If accepted for employment service I agree to abide by and comply with all rules, regulations, policies and procedures of Leander United Methodist Church.

Date Signed

Applicant's Signature - In Ink

1. Education and Training:

	School/Location/Sponsor	Course of Study	Degree or Certificate Date Obtained	
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High School/GED			YES	NO	
Technical/Trade/Vocational School					
Community College					
College/University					
College/University					
Other					

2. Specific Skills (in the spaces below, list the equipment with which you have had experience or any special skills you might have):

Computer Software	Years	Months	Other Equipment (please describe)	Years	Months

3. List any organization(s) to which you belong which you consider relevant to your ability to perform the job:

4. Are you legally eligible for employment in the U.S.?

YOU MUST COMPLETE THE WORK HISTORY SECTION OF THIS APPLICATION. List your most recent employer first. If currently unemployed, leave present employer section of this application blank. **Include any unpaid work experience as well as military service.** If you held more than one position with the same employer, list each position separately. You must account for all periods of time for at least the last ten (10) years. If desired, include a **resume or additional pages**, which will help, clarify your work experience. If a resume is attached, be sure that month/year for each employment is reflected on the resume and coincides with the Work History section of this application.

5. Present Employer: _____
 Business Name

Business Address: _____
 City, State & Zip Code

Phone No: _____ Number You Supervised: _____

Your Job Title: _____

Supervisor's Name: _____ Reason for Leaving: _____

Duties in Detail: _____

From: _____
 Month, Day & Year

To: _____
 Month, Day & Year
 Full Time Part Time

Number of hours worked per week: _____

Last Salary: _____ Per/_____

May we contact employer? Yes No, explain

6. **Past Employer:** _____
Business Name

Business Address: _____
City, State & Zip Code

Phone No. _____ Number You Supervised: _____

Your Job Title: _____

Supervisor's Name: _____ Reason for Leaving: _____

Duties in Detail: _____

May we contact employer? Yes No, explain

From: _____ Month, Day & Year
To: _____ Month, Day & Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Number of hours worked per week: _____
Last Salary: _____ Per/ _____

7. **Past Employer:** _____
Business Name

Business Address: _____
City, State & Zip Code

Phone No. _____ Number You Supervised: _____

Your Job Title: _____

Supervisor's Name: _____ Reason for Leaving: _____

Duties in Detail: _____

May we contact employer? Yes No, explain

From: _____ Month, Day & Year
To: _____ Month, Day & Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Number of hours worked per week: _____
Last Salary: _____ Per/ _____

8. **Other Reference:** _____
Name

Address: _____
City, State & Zip Code

Phone No: _____ Email: _____

Relationship: _____

9. Other Reference: _____
Name

Address: _____
City, State & Zip Code

Phone No: _____ Email: _____

Relationship: _____

MISCELLANEOUS		
Answer the following questions by circling "Yes" or "No"		
10.	Are you able to perform the essential functions of the position with or without reasonable accommodations? If no, explain	Yes No
11.	Have you ever been convicted, plead guilty or no contest (Nolo Contender) to any criminal violation of law, including criminal traffic offences? (A conviction does not automatically mean you cannot be hired. Provide all the facts.) If yes, explain	Yes No
12.	Have you ever been discharged for any reason from any job? If yes, explain	Yes No

*Please Attach Resume' and Cover Letter
and return to: Rev. Laura Hewett Becker at Leander UMC
laura.becker@leanderumc.org*