



# Brentwood United Methodist Church

309 Franklin Road Brentwood, TN 37027

## Application for Employment

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veteran's status or citizenship status. The receipt of this application does not mean that job openings exist and does not obligate Brentwood United Methodist Church in any way. We appreciate your interest in our organization.

While completing this application, if you find it necessary to provide additional comments or explanations, please attach additional sheets of paper. **PLEASE PRINT OR TYPE ALL INFORMATION!** Date prepared \_\_\_\_\_

### Personal Information

Name (Last, First, Middle Initial) \_\_\_\_\_

Present Address (Street, City, State, Zip: \_\_\_\_\_

How long have you lived at the address above? \_\_\_\_\_

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

Other than the above address, name the county and states where you have lived the past 5 years: \_\_\_\_\_

If you have used another name or names during the past five years, please list: \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ (If no, employment is subject to verification that you are of minimum legal age.)

If you are not a citizen of the US, can you provide proof that you can legally be employed in the US? \_\_\_\_\_

Other than English, what languages can you speak fluently? \_\_\_\_\_

### Employment Information

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_

What salary / hourly rate do you expect? \_\_\_\_\_

Type of employment? Full Time (40 hours) \_\_\_\_\_ Part Time (20 – 30 hours) \_\_\_\_\_ Part Time (Less than 20 hours) \_\_\_\_\_

What days and hours if Part Time \_\_\_\_\_

Have you ever been convicted of or pled no contest to a felony? \_\_\_\_\_ If yes, please state the date, court and place where offense occurred. \_\_\_\_\_

(Conviction of a crime will not necessarily be a barrier to employment. Factors such as the area of work, type of offense, remoteness of the offense in time and rehabilitation will be taken into account in determining effect of suitability of employment.)

Have you ever been discharged or requested to resign from a position? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Does your present employer know of your plans to change employment? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? \_\_\_\_\_

How much time have you lost from work during this past year? \_\_\_\_\_

Do you have personal responsibilities or problems that may affect your daily attendance? If yes, please explain. \_\_\_\_\_

Are there any other experiences, skills or qualifications which you feel would especially qualify you for work with our church? \_\_\_\_\_

### Education Information

Schooling	Years Completed	Major Subject	Name of School	Location
High School				
Trade / Business				
College / Seminary				

Describe any other specialized or professional training or certificates held \_\_\_\_\_

If you are currently enrolled in school, what are you studying \_\_\_\_\_

**Church Affiliation**

Please list your church membership(s) over the past five years: \_\_\_\_\_  
 \_\_\_\_\_

**Prior Work Record (Start with the most recent or present employer)**

Name of most recent employer \_\_\_\_\_  
 Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 Dates of employment \_\_\_\_\_ to \_\_\_\_\_ Position Title \_\_\_\_\_  
 Name of your supervisor \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
 Describe your duties \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

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 Describe your duties \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**May we contact the employers listed above? \_\_\_\_\_ If no, which one(s) do you not wish us to contact \_\_\_\_\_**

**Personal References (Do not list relatives or previous supervisors listed above.)**

Name	Phone #	Years Known	Occupation

**Applicant's Statement – PLEASE READ CAREFULLY.**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history, also my financial and credit record, (if job applicable), through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws and statutes.

I understand that employment at this church is "at will" and includes no guarantee, contract or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me and I consent to any such check.

I understand that Brentwood United Methodist Church is a drug free workplace employer and the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited in the workplace. I understand that employment and continued employment is contingent on staying in compliance with the Drug Free Workplace policies.

I authorize the use of any information in this application and any attached supplements to verify my statements and authorize the past employers, schools, churches, all references and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signed \_\_\_\_\_ Date \_\_\_\_\_