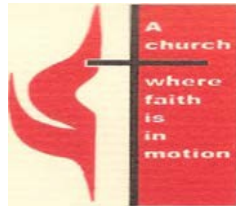


NAME _____

POSITION _____

DATE OF APPLICATION _____

EMPLOYMENT APPLICATION



Wesley United Methodist Church

**1164 San Bernard Street
Austin, Texas 78702**

Phone (512) 478-7007 Fax (512)

www.wesleyunited.org

thedeskofwesley@sbcglobal.net

Experience Faith In Motion

Wesley United Methodist Church

APPLICATION FOR EMPLOYMENT

Date of Application

Please Print Legibly

POSITION

Position(s) Applying For 1. _____ 2. _____ 3. _____	Hours Available For Work	Full-time Part-time Week Ends Summer	Temporary Intern	Date Available For Work Salary Expectations
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PERSONAL INFORMATION

Last Name	First Name	Middle Name or Initial	Other Names Used
Current Address		City, State and Zip Code	
Previous Address		City, State and Zip Code	
Email Address			
Home Phone (With Area Code)	Daytime Number (if different)	Cell Phone Number (With Area Code)	

Please answer the following questions:

- 1.a.) Are you legally authorized to work in the United States?
 Yes _____ No _____
- 1.b.) Have you ever been convicted of a Felony: No _____ Yes _____?
- 1.c.) Have you plead guilty or no contest to a crime other than a minor traffic violation in last 5 years?
 No _____ Yes _____
- 1.d.) Are you now under charges for any criminal offense? No _____ Yes _____

(If yes to any of questions 1.b – 1.d, please explain fully, using the next page or a separate sheet if necessary).

Conviction will not be an absolute bar to employment; among other things, the nature and date of the offense and the position for which you are applying are also considered.

(Complete if Resume has NOT been Submitted)

EMPLOYMENT HISTORY

List all employers (including military service) over the last ten (10) years in order, beginning with the current or most recent employer. Please attach another sheet if necessary.

Current or last Employer			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact current employer:			Yes	No	
Describe briefly your responsibilities and what you liked or disliked about the position					

Employer:			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact current employer:			Yes	No	
Summarize your responsibilities and what you liked or disliked about the position					

Employer			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact current employer:			Yes	No	
Describe briefly your responsibilities and what you liked or disliked about the position					

TRAINING and EXPERIENCE

List any additional training or experience you have that qualifies you for the position you are seeking, including training courses attended or any professional license(s) or certification(s) you hold: (You may attach a second sheet if desired)

SPECIAL SKILLS APPLICABLE TO POSITION

Word Excel Power Point Data Entry Custom Software Equipment Operation

Other _____

Please list additional skills or special skills and qualifications acquired from employment or other experiences that may have prepared you for this position with Wesley United Methodist Church.

REFERENCES

Reference #1	Address, City, State, Zip
Phone number with area code:	How long have you known this person?
How do you know this person?	Permission to contact this reference? Yes No

Reference #2	Address, City, State, Zip
Phone number with area code:	How long have you known this person?
How do you know this person?	Permission to contact this reference? Yes No

Reference #3	Address, City, State, Zip
Phone number with area code:	How long have you known this person?
How do you know this person?	Permission to contact this reference? Yes No

PLEASE READ BEFORE SIGNING

In submitting this application for employment, I understand that false statements or the omission of information may disqualify me for employment, or result in the termination of my employment. I agree and understand that, any offer of employment is contingent upon successful completion of a criminal background investigation, education verification and a valid driver's license if required by the employer for the performance of the job duties. I agree that the information on this application for employment is true and correct and authorize Wesley UMC to investigate all statements made on this application and to make whatever inquiries it may deem necessary to confirm the information contained on this application or to obtain references on me. I also authorize any individual or company listed on this application to provide Wesley UMC with any information they may consider relevant to my consideration for employment by Wesley UMC

Additionally, I understand that if I am hired by Wesley UMC, my employment will be at will, which means that I have the right to terminate my employment, with or without cause. Wesley UMC has the right to terminate my employment with or without cause. I am required to complete a 90-day probationary period. I also understand that employee conduct and demeanor reflects directly on Wesley and I will be expected to conduct myself in a manner that meets all Wesley standards for conduct and is compatible with the Social Principles of the United Methodist Church. I also understand that no representative of Wesley UMC has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the contents of this paragraph except in a written contract of employment signed by the Senior Pastor and Chairman of the Administrative Board of Wesley UMC and me.

Applicant Signature

Date

To be considered for employment by Wesley UMC, the above agreement MUST BE SIGNED AND DATED.

Wesley United Methodist Church is an Equal Opportunity Employer. As an Equal Opportunity Employer, we do not discriminate based on race, color, national origin, sex, age, marital status, disability or veteran status. It is our goal to make employment decisions that further the principle of equal employment opportunity by utilizing objective standards based upon an individual's qualifications for a specific job opening.