



APPLICATION FOR EMPLOYMENT

Please Print Legibly

POSITION

Position Applying For	Date of Application	Date Available For Work	Salary Desired
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PERSONAL INFORMATION

Last Name	First Name	Middle Name or Initial	Other Names Used
Current Address		City, State and Zip Code	
Home Phone (with area code)	Cell Phone (with area code)	Email Address	

EDUCATION

Indicate highest grade completed: ☐ 11 ☐ 12 ☐ GED College ☐ 1 ☐ 2 ☐ 3 ☐

Graduate School ☐ 1 ☐ 2 ☐ 3 ☐ 4

School	City/State	Dates Attended (mo/yr)		Graduate? Indicate: Yes or No	Degree/Major
		From:	To:		
High School					
College/University					
College/University					

Why do you want to work at Alpharetta First United Methodist Church? _____

Are you related to anyone on staff at AFUMC? YES NO
IF YES, please list name and relationship _____

Have you been convicted of any violations of the law since your 16th birthday, YES NO
other than for traffic violations? IF YES, PLEASE EXPLAIN FULLY:

Have you been the subject of an investigation of sexual molestation or sexual harassment YES NO
in the last seven (7) years? IF YES, PLEASE EXPLAIN:

Have you been accused of or arrested for sexual molestation or sexual harassment in the YES NO
last seven (7) years? IF YES, PLEASE EXPLAIN:

EMPLOYMENT INFORMATION

Have you read and understand the job description for the position you are applying? ☐ YES ☐ NO

The job description lists the essential functions of the job. Can you perform all of the essential functions of the job, with or without reasonable accommodation? ☐ YES ☐ NO

TRAINING, EXPERIENCE, SPECIAL SKILLS

List any additional training and experiences you have had that qualifies you for the position you are seeking, including training courses attended or any professional license or certification:

List additional skills or special skills and qualifications acquired from employment or other experiences that may have prepared you for this position.

EMPLOYMENT HISTORY

Current Employer			Address, City, State, Zip	
Position			Supervisor or Contact person for Reference	Phone 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				

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

REFERENCES

List three references—educational, professional, or personal. Please do not list relatives or employees of AFUMC.

Reference	Relationship
Address	City, State, Zip
Phone (with area code)	Alternative Phone (with area code)

Reference	Relationship
Address	City, State, Zip
Phone (with area code)	Alternative Phone (with area code)

Reference	Relationship
Address	City, State, Zip
Phone (with area code)	Alternative Phone (with area code)

CHURCH HISTORY (Optional)

Current Church	Member: YES NO	Address	Phone
	Years:		
Previous Church	Member: YES NO	Address	Phone
	Years:		
Church Volunteer Positions held:			
Boards, Committees or Task Forces on which you have served:			
Have you ever served on a Church Staff: YES NO		If yes, Name and Address of Church	Phone
Title of Position(s) held:			
Name of Direct Supervisor:		Address:	Phone

Would you like to briefly describe your spiritual journey? You may attach an additional sheet if desired.

PLEASE READ BEFORE SIGNING

Employment with AFUMC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. AFUMC may also terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. AFUMC provides employment opportunity based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, age, creed, physical disability, marital status, veteran status, political affiliation, as outlined in the 2004 Book of Discipline, Paragraph 162.A,E,F and G.

I promise that the information provided in this application (and accompanying resume, if any) is true and complete, to the best of my knowledge, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date.

I authorize AFUMC to conduct a criminal records check using the agency of their choice. I authorize them to release any information, which pertains to any record of convictions contained in its files or in any criminal file maintained on my whether local, state, or national. I hereby release the agency that conducts the background check from any and all liability resulting from such disclosure.

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize AFUMC to contact my references and past employers to obtain information concerning my past experiences, education, and personal character.

I authorize any persons, schools, current employers, past employers, organizations, and agencies to provide AFUMC with relevant information and opinion that may be used in employment decisions. In consideration of the church's review of this application, I release it and all providers of information from any liability as a result of furnishing and receiving this information.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice or cause.

SIGNATURE: _____ **DATE:** _____