

Application for Employment

(Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, sexual orientation, color, race, creed, national origin, marital status, political belief, or disability that does not prohibit performance of essential job functions.

I. Personal Information

Date: _____

Name (Last, First, Middle):

Home Phone (Area Code, #):

Present Address:

Work Phone (Area Code, #):

Permanent Address (if different from above):

Social Security Number:

Email Address

____ Yes ____ No
Are you 18 years or older?

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? ____ Yes ____ No

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

1. Have you ever worked under a different name? If so, please specify: _____

2. Do you have any relatives who are presently (or have formerly been) employed by Ebenezer UMC? Please specify: _____

3. How were you referred to Ebenezer UMC? (If by an employee, please provide employee's name) _____

4. Have you ever been convicted of a felony? ____ Yes ____ No If yes, please explain: _____

(Note: You may not be denied employment solely on the basis of a conviction for a criminal offense. However, this will be reviewed in light of the job for which you have applied.)

II. Position Desired

Position Title _____ Salary Desired \$ _____ Date Available _____

III. Educational History

Please indicate highest grade completed: (12 = High School, 14 = Jr College; 16 = Bachelors; 18 = Masters; 20 = Phd)

☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
School Name/Location												Major or Specialty			Degree/Date Received				

High School	_____	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX
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College	_____	_____	_____
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College	_____	_____	_____
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Tech School	_____	_____	_____
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Other	_____	_____	_____
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If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date:

IV. Employment Record *Please include all employment for the last ten years. Attach sheet if necessary.*

1.

Company Name (Current or Most Recent Employer)	Position Held
Location (City / State)	Dates Employed: _____ From To
Manager / Supervisor	Phone
Reason For Leaving	

2.

Company Name	Position Held
Location (City / State)	Dates Employed: _____ From To
Manager / Supervisor	Phone
Reason For Leaving	

3.

Company Name	Position Held
Location (City / State)	Dates Employed: _____ From To
Manager / Supervisor	Phone
Reason For Leaving	

V. References *Please ensure references are work-related.*

Name	Company	Relationship (i.e., former manager, co-worker, etc.)	Phone
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			()
			()
			()

VI. Work Availability

- Are you willing to accept employment if it requires you to travel? ☐ Yes ☐ No
- Are you able to work overtime if required? ☐ Yes ☐ No
- If required by your job, do you have a valid driver's license in this State? ☐ Yes ☐ No Lic. #: _____

VII. Certification:

I hereby certify that all entries on the application are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment with [Company]. I understand that all information on this application is subject to verification and I consent to references, former employers and educational institutions listed being contacted regarding this application. I further understand and agree that this employment application does not create a contract of employment. I also understand that I may voluntarily leave or be terminated at any time and for any reason.

Date: _____

Applicant Signature