



**Christ United Methodist Church
Early Learning**

3610 S. 18th Street

Lafayette, IN 47909

765-474-8534

www.christumchurch.org

EMPLOYMENT APPLICATION

Personal Information

First Name:

Last Name:

Address:

Email Address:

Social Security Number:

Home Phone:

Cell Phone:

Educational Background

	Name & Location	Dates Attended	Date of Graduation	Degree/ Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

List any seminars, classes, certifications, or other education not listed above which may help qualify you for a position in Early Learning:

Work History			
Employer:		Start Date	End Date
Address		Starting Salary	Ending Salary
Phone			
Supervisor(s)		E-mail address of last supervisor	
Job Title/Description			
May we contact this employer?			
Reason(s) for leaving			
Employer:		Start Date	End Date
Address		Starting Salary	Ending Salary
Phone			
Supervisor(s)		E-mail address of last supervisor	
Job Title/Description			
May we contact this employer?			
Reason(s) for leaving			
Employer:		Start Date	End Date
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Employer:		Start Date	End Date
Address		Starting Salary	Ending Salary
Phone			
Supervisor(s)		E-mail address of last supervisor	
Job Title/Description			
May we contact this employer?			
Reason(s) for leaving			
Additional Information			
Desired Position:			
Classroom Age Preference of Children: ___Infants ___Toddlers ___Preschool/Pre-K			
What days/times are you available to work:			

How did you learn about the position?				
Have you ever been employed with this Organization before? If yes, when?			___Yes	___No
Are you age 18 or over?			___Yes	___No
Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment)			___Yes	___No
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?			___Yes	___No
If hired, are there any accommodations the Organization will need to provide so that you can perform all of the essential functions and duties of the position being applied for? If yes, explain:			___Yes	___No
If hired, do you have a reliable means of transportation to and from work?			___Yes	___No
Criminal History				
<ul style="list-style-type: none"> • Convictions will not necessarily bar applicants from employment. • Please do not reveal arrest records or convictions that have been sealed, expunged, annulled, pardoned, statutorily eradicated or impounded. 				
Have you ever been convicted or entered into a guilty plea for a felony or misdemeanor? ___Yes ___ No If yes, please explain:				
Professional References				
Name	Title/Business Relationship	Phone	Email	Years Known
1.				
2.				
3.				

Agreement

I authorize you to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the Organization. I understand this decision is to rest with the Organization.

I certify that all statements made in this application and other supporting documentation are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I understand that any misrepresentation, deception, or false statement made in this *Employment Application* may result in my not being considered for employment, and if not discovered by the Organization until after my becoming employed, is grounds for, and may result in, my immediate termination.

I understand this application will remain active up to a maximum period of 180 days. If after that time I desire further consideration for employment, I must then renew this application.

In consideration of my employment, if I am employed, I agree to conform to the employment policies of the Organization, and I understand that my employment is “at will” and my employment and compensation can be terminated, with or without notice, at any time, at the option of either the Organization or myself. I understand that no representative of the Organization, other than the Senior Pastor and/or Early Learning Director, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing and even then such agreement must be in writing signed by the Senior Pastor and/or Early Learning Director.

Signature of applicant	Date

Early Learning Position Requirements:

- Must be 18 years of age
- Educational Requirements: High School Diploma/GED; Lead Teachers must have CDA or Higher

PRE-HIRE

- Health Physical (*applicant responsible for cost*)
- Fingerprints (*applicant responsible for cost*)
- TB/Drug Test (*Christ UMC Early Learning is responsible for cost*)

ANNUAL

- Annual CPR/First Aid (*Christ UMC Early Learning is responsible for cost*)
- Annual Background Check (*Christ UMC Early Learning is responsible for cost*)