

JOB APPLICATION

Church of the Cross United Methodist
3121 Wilmington Pike, Kettering, Ohio 45429
(937) 293-5217

Church of the Cross United Methodist is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the church office.

Please fill out all of the sections below.

Applicant Information

Applicant Name: _____
Address: _____
City, State, and Zip Code: _____
Telephone Number: _____
E-mail Address: _____
Date of Application: _____

Employment Position

Position(s) for which you are applying: _____

How did you hear about the position(s)? _____
On what date can you start working if you are hired? _____
Do you have reliable transportation to and from work? _____

Personal Information

Are you 18 years of age or older? Yes No
Are you a U.S. citizen or approved to work in the United States? Yes No
What document can you provide as proof of citizenship or legal status? _____

Do you have any condition which would require job accommodations? Yes No
If yes, please describe the accommodations required. _____

(Note: Church of the Cross United Methodist considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No
If yes, please state the nature of the crime(s), when and where convicted, and disposition of the case(s). _____

[Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense; the nature of the offense, including any significant details; the surrounding circumstances; and the relevance of the offense to the position(s) sought may, however, be considered.]

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position(s) for which you are applying.

Education and Training

High School

Name	Location (City, State)	Years Attended	Graduation Year	Diploma Earned

College/University

Name	Location (City, State)	Years Attended	Graduation Year	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Years Attended	Graduation Year	Degree Earned

Military:

Are you, or have you ever been, a member of the Armed Services? _____

In which branch of the military did you serve? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Previous Employment (Please list current or most recent position first)

Employer Name: _____

Job Title: _____

Supervisor name: _____

Employer address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor name: _____

Employer address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for leaving: _____

Employer Name:

Job Title:

Supervisor name:

Employer address:

City, State, and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

References

Please provide three (3) personal and/or professional references below:

Reference Name	Contact Information

Authorization

I certify that the statements contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein. I also authorize references and employers listed above to provide any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release Church of the Cross from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of Church of the Cross has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized representative of Church of the Cross.

Signature of Applicant

Date