

**WALDOBORO UNITED METHODIST CHURCH
EMPLOYMENT APPLICATION**

Position Applied for: _____

Name: _____
(Please print) Last First Middle

Are you 18 or over? _____ Yes _____ No Sex: Male/Female _____

Present address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ e-mail address: _____

Date you are available to start: _____

Qualifications:

Educational background: (list highest grade/degree completed)

List specific achievements pertinent to the job for which you are applying.

What qualities do you have that would help you work with children and/or youth?

Professional organizations to which you belong:

First Aid Training _____ Yes _____ No _____ Date completed
CPR Training _____ Yes _____ No _____ Date completed

Previous Work Experience: Please list your employment for the past five years.
Use back of page or attach another sheet if required.

#1 - Employer Name/Address: _____

Phone Number: _____

Supervisor/Person to contact: _____

Dates Employed: From _____ To _____

Position/Title: _____

Duties: _____

#2 - Employer Name/Address: _____

Phone Number: _____

Supervisor/Person to contact: _____

Dates Employed: From _____ To _____

Position/Title: _____

Duties: _____

#3 - Employer Name/Address: _____

Phone Number: _____

Supervisor/Person to contact: _____

Dates Employed: From _____ To _____

Position/Title: _____

Duties: _____

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Previous Volunteer Experience: Please list any relevant volunteer positions you have held:

Volunteer Organization Name/Address: _____

Phone Number: _____

Supervisor/Person to contact: _____

Dates of Service: From _____ To _____

Position/Title: _____

Service(s) provided: _____

Volunteer Organization Name/Address: _____

Phone Number: _____

Supervisor/Person to contact: _____

Dates of Service: From _____ To _____

Position/Title: _____

Service(s) provided: _____

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, domestic violence, other crimes of violence, theft, or motor vehicle violations)? No Yes If yes, please explain in detail:

I understand that my offer of employment is also contingent upon a background check.

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References: Please list three references who have known you for at least three years to whom you are not related (one to include a current or former pastor or other church associate). References are confidential.

1. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

2. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

3. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

Waiver and Consent:

I, _____, hereby certify that the information I have provided on this application is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by Waldoboro United Methodist Church of Waldoboro, I agree to abide by and be bound by the policies of the Church and to refrain from inappropriate conduct in the performance of my duties.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant _____ Date: _____

AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK

I, _____, hereby authorize Waldoboro United Methodist Church of Waldoboro to request the Maine State Bureau of Identification, or corresponding state agency of prior residence, to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said police/sheriff's department from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant Date

Print Applicant's full name: _____

Print all other names that have been used by applicant (if any):

Print all residences (city, state) for the past 5 years:

Date of birth: _____ Place of birth: _____

Driver's license number: _____ State issuing license: _____

License expiration date: _____

For Office Use Only

Request sent to: _____

Name: _____

Address: _____

Phone: _____

Date Sent: _____ Date Returned: _____