**Sedge Garden United Methodist Church**

794 Sedge Garden Road Kernersville, North Carolina 27284

336.788.2297 | sedgegardenumc.org | @sgumc

**Employment Application**

**BIOGRAPHICAL INFORMATION:**

 **First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Length of time at address listed above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you 18 years or older? Yes / No**

**POSITION DESIRED**

**Position Desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Available to start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What hours and days are you available to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If hired, what salary or rate of pay do you expect to receive? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you legally eligible to work in the United States? ¨ Yes ¨ No**

(Proof of eligibility will be required upon offer of employment)

**Are you over the age of 18? ¨ Yes ¨ No**

(If no, you may be required to provide authorization from a

parent/guardian and a work permit)

**Have you ever applied to, or worked for Sedge Garden UMC before? ¨ Yes ¨ No**

**If yes, please give position and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you related to an employee of Sedge Garden UMC? ¨ Yes ¨ No**

**If yes, to whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATIONAL BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Name & Location** | **Year Graduated** | **Diploma or Degree** | **Areas of Concentration** |
| **High School** |  |  |  |  |
| **College** |  |  |  |  |
| **Graduate** |  |  |  |  |
| **Other** |  |  |  |  |

**US Military Rank or membership in the National Guard or Reserves: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name and Employer’s Address** | **Salary** | **Position** | **Reason for Leaving** |
|  |  |  |  |  |
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|  |  |  |  |  |

**May we contact the employers listed above? ¨ Yes ¨ No**

**Have you been discharged or asked to resign? ¨ Yes ¨ No**

(If yes, please explain on an additional sheet.)

**Have you been convicted of a felony or misdemeanor? ¨ Yes ¨ No**

(If yes, please explain on a separate sheet the date and

nature of each offense. A conviction does not necessarily

exclude you from employment.)

**Have you ever been denied the opportunity to work with children? ¨ Yes ¨ No**

**List any additional education, training, or skills that qualify you for the position to which you are applying.**

**CHURCH ACTIVITY**

Please list the churches you have attended over the past five years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Church Name** | **Address/Location** | **Telephone Number** | **Date(s) Attended** |
|  |  |  |  |
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**REFERENCES**

Please list three references (not related to you) that we may contact.

|  |  |  |
| --- | --- | --- |
| **Name** | **Address and Telephone Number** | **Years Known/Relationship** |
|  |  |  |
|  |  |  |
|  |  |  |

**SIGNATURE**

To the best of my knowledge, the facts in this application are true and complete. If hired, untrue statements in this application may be grounds for dismissal.

I authorize the investigation of all statements in this application. Sedge Garden UMC may contact all references, employers, public agencies, and educational institutions to verify the accuracy of all information provided by me in this application, my resume, or job interviews. As allowed by law, references may give information concerning my previous employment and any pertinent information.

I agree if I am hired by Sedge Garden UMC, I will be an at-will (W-2) employee as allowed by the State of North Carolina. I will not be a contracted service vendor. My employment may be terminated at any time by me or Sedge Garden UMC.

I understand that Sedge Garden UMC does not unlawfully discriminate in employment. Sedge Garden UMC operates in compliance with the provisions of all applicable federal and state non-discrimination regulations. These prohibit discrimination on the basis of the applicant’s age, race, color, national origin, sex, disability, or veteran status. As a Christ centered Church, we may exercise preference on the basis of religion in our employment decisions.

I understand that if offered a position with Sedge Garden UMC, I may be required to submit to a background check, drug screening, and/or pre-employment medical examination as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE WITH TO THE ABOVE STATEMENTS.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_