

GRACE UNITED METHODIST CHURCH
2627 SW Western Avenue, Topeka, KS 66611

APPLICATION FOR EMPLOYMENT
Grace UMC is an Equal Opportunity Employer

Position Applying for _____ Available to Start _____

Personal Information

| | | | |
|---|------------------------|-----------------------|-------------------------|
| <hr/> | <hr/> | <hr/> | <hr/> |
| Last Name | First Name | MI | Date |
| <hr/> | | <hr/> | <hr/> |
| Address | | City, | State Zip |
| <hr/> | | <hr/> | <hr/> |
| Home Phone | Alternate phone | E-mail address | |
| <hr/> | | <hr/> | |
| What other names have you been know by: _____ | | | |
| Have you ever been convicted of a felony <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Educational Background

| | Name & Location | Course of Study | # of years completed | Did you graduate? | Degree |
|-------------------------|-----------------|-----------------|----------------------|-------------------|--------|
| High School | | | | | |
| Trade/ Technical School | | | | | |
| College | | | | | |
| Graduate School | | | | | |
| Other Special Training | | | | | |

Reference Contacts

| Name & Relationship | Address | Telephone Number |
|---------------------|---------|------------------|
| 1) | | |
| 2) | | |
| 3) | | |

Employment History

Please account for the last 5 years and include experience related to the position you are applying for within the past 10 years. Attach an additional page if necessary.

| | |
|---|-----------------------------------|
| _____ Employer (current or most recent) | _____ Supervisor's Name |
| _____ Address | _____ Phone Number |
| _____ Job title and description of responsibilities | |
| _____ | |
| _____ | |
| _____ | |
| _____ Employment dates _____ Hours worked per week _____ | |
| From / To | |
| _____ Reason for leaving | |

| | |
|---|-----------------------------------|
| _____ Employer | _____ Supervisor's Name |
| _____ Address | _____ Phone Number |
| _____ Job title and description of responsibilities | |
| _____ | |
| _____ | |
| _____ | |
| _____ Employment dates _____ Hours worked per week _____ | |
| From / To | |
| _____ Reason for leaving | |

| | |
|---|-----------------------------------|
| _____ Employer | _____ Supervisor's Name |
| _____ Address | _____ Phone Number |
| _____ Job title and description of responsibilities | |
| _____ | |
| _____ | |
| _____ | |
| _____ Employment dates _____ Hours worked per week _____ | |
| From / To | |
| _____ Reason for leaving | |

The information I have provided in this application is true and correct to the best of my knowledge. If employed, I understand any false information given may be sufficient grounds for termination. I hereby grant permission to Grace United Methodist Church permission to contact the employers listed concerning my qualifications and work performance. Permission is also granted to my former employers to provide Grace UMC information with respect to my work performance for them.

Signature

Date