



One Music Circle North
PO Box 340029
Nashville, TN 37203-0029

THE UNITED METHODIST CHURCH

Application for Employment

Part I

General Information

Name as it appears on Social Security Card

Last First Middle Initial

Address City State Zip

Social Security Number Telephone (Day) Telephone (Evening)

For what position are you applying?

Can you travel if a job requires it? Yes No
May we check your references? Yes No
Are you available to work: full time part time overtime nights/weekends

Salary desired Date available to work

Specialized Skills:

Word Processing (w.p.m.)

List software competencies

Other special skills

Have you ever been convicted of a felony? Yes No
Have you ever worked for this organization before? Yes No
Have you ever applied at this organization before? Yes No
Are you legally eligible for employment in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment.
Can you perform the job duties of the position for which you are applying? Yes No
If no, please explain:

Part II**Education**

	Name of School	City and State	Major	Did you complete?
High School				
College				
Other				

Part III**Work Experience (please list the most recent position first)**

Name and Address of Employer	From	To	List Duties	Starting Salary	Final Salary	Reason for Leaving
1.						
2.						
3.						

Part IV**Professional References**

Name	Working Relationship	Company	Area Code/Telephone
1.			
2.			
3.			

Part V**Certification**

I hereby acknowledge and agree that my employment by the General Council on Finance and Administration in any capacity will constitute an "employment-at-will." This means that my employer and I will each have the right to terminate the employment at any time for any reason. I understand that if this application is accepted, my employer will be the General Council on Finance and Administration of The United Methodist Church, Incorporated in Illinois, the Illinois not-for-profit corporation through which the General Council on Finance and Administration is conducted.

I have read all information contained on this Application for Employment form. The information contained thereon as well as any and all information on the resume(s) I have submitted is true and correct to the best of my knowledge. I have not failed or omitted to include in this information any fact(s) which I have reason to believe would be considered material to the application. I understand that my misrepresentation of or failure to disclose a material fact will be grounds for immediate termination without severance pay.

 Signature

 Date