

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_



8540 US 31 South Indianapolis, IN 46227  
EMPLOYMENT APPLICATION

NAME: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date available to start: \_\_\_\_\_

What days are you available to work? \_\_\_\_\_

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

Do you have a high school diploma or GED equivalency?  YES  NO

Have you ever applied to, or worked for CUMC before?  YES  NO

**EDUCATIONAL BACKGROUND**

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

**PREVIOUS EMPLOYMENT**

Place of Business: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your previous employer(s)?  Yes  No

Please list any additional education, training, or skills that qualify you for the position to which you are applying. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?  YES  NO

If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application. \_\_\_\_\_

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**CHURCH ACTIVITY**

Church Name	Address/Location	Telephone Number	Date(s) Attended

**\*Letter of recommendation from your current spiritual leader is required**

**REFERENCES**

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

Name	Address, Email, Telephone Number	Years Known

**Non-Discrimination Statement**

Christ Indianapolis United Methodist Church does not discriminate against job applicants or employees based on race, color, national origin, gender, disability, age, or veteran status.

**Employment at Will**

Employment with Christ Indianapolis United Methodist Church is “at will” and not by contract, express or implied. This means employment at Christ Indianapolis United Methodist Church, either you or Christ Indianapolis United Methodist Church are free to terminate the employment relationship at any time and for any legal reason.

**Certification and Release**

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Christ Indianapolis United Methodist Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability because of such contact.

I understand that if offered a position with Christ Indianapolis United Methodist Church,, I may be required to submit to a pre-employment criminal background check as a condition of employment. I understand that unsatisfactory results from or refusal to cooperate with will result in the withdrawal of employment offer or, if already employed, termination of employment.

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

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SIGNATURE

DATE

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PRINTED NAME

The information submitted on this application is accurate to the best of my knowledge. I understand that my application will be retained in current files for a period of one year.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I, \_\_\_\_\_ hereby give permission to Christ United Methodist Church to make a thorough investigation of my background and release from liability all persons, companies, or corporations supplying such information. I also release the church from any liability that might result from making such an investigation. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge. I also agree that I will not hold Christ United Methodist Church liable or accountable in any way if the decision is made now or at any future date not to accept my services for whatever reasons they feel are valid. I understand that I have the right to review these reasons with the SPRC chairperson and this decision will not be bias or prejudice against me.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_