

EMPLOYMENT APPLICATION
for
THE HOLSTON ANNUAL CONFERENCE
OF THE UNITED METHODIST CHURCH

It is the goal of Holston Conference to employ the highest quality staff members available who assist the Conference in fulfilling its mission of making disciples of Jesus Christ by proclaiming the good news of God's grace in our lives and God's reign in the world and to retain these staff members through application of fair policies and generous benefits. Holston Conference is an equal opportunity employer and will fairly consider all applicants for employment without regard to race, creed, color, gender, age or disability.

Please provide us with the following information about yourself and your past employment history. All questions must be answered completely. If you have a resume, please attach it to this application. Please mark any questions that do not apply to you with "N/A." Please type or print all responses.

PERSONAL DATA

Name _____ Social Security No. _____
Last First Middle

Have you ever worked under another name? Yes No If yes, give name: _____

Address _____ Phone No. _____
Number and Street

_____ Daytime Phone No. _____
City State Zip Code

Position Desired _____ Salary Desired _____

Check Type of Employment Desired: Full Time Part Time Per Diem Temporary

Days Available: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours Available: _____ Are you willing to work overtime? Yes No

Are you willing to work out of town overnight? Yes No

What is your salary expectation? \$ _____ per _____.

Are you over the age of 18 years? Yes No

If hired, will you provide documentation establishing your ability to work in the United States (e.g. social security card, work permit, etc.)? Yes No

Do you hold a valid driver's license? Yes No

Do you have a car or other reliable transportation available for work? Yes No

How did you learn about employment opportunities with Holston Conference? _____

Other than traffic violations, have you ever been convicted of a crime (including guilty pleas and/or nolo contendere pleas)? (A yes answer will not necessarily prevent you from being hired) Yes No
If yes, describe in detail (nature of crime, state and county of conviction, current status): _____

EDUCATIONAL BACKGROUND

What is the highest grade you completed in school? _____

Please list the schools you have attended, the degrees received and the city and state in which they are located:

Elementary _____
High School _____
College _____
Graduate School _____

Have you served in the military? Yes No

Dates of Service _____
Type of Discharge _____

Do you possess special skills and/or have you received any special training or certifications in areas that will assist you in performing the job for which you are applying? Yes No
If yes, please describe: _____

REFERENCES

Please list the name, address and telephone number of at least three individuals that are not related to you and who have known you for at least three years who can confirm some or all of the information contained in this application and are familiar with your reputation.

Name Address Phone Number

Name Address Phone Number

Name Address Phone Number

WORK EXPERIENCE

Note: Start with most recent position, furnish dates and explanations for each period of unemployment of one month or more. This section must be filled out completely. Please attach additional pages if necessary.

Present/Last Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for leaving	
Job Title		Supervisor and title		May we contact? <i>(If "no," explain)</i>
Description of job and duties: _____ _____ _____				

Present/Last Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for leaving	
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Description of job and duties: _____ _____ _____				

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Description of job and duties: _____ _____ _____				

APPLICANT STATEMENT

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and statements made by me in this application (and accompanying resume, if any) are correct and complete. I understand that misrepresentation or omission of facts in this application may disqualify me from further consideration for employment, and may result in my discharge from employment, if discovered at a later date.

I understand that if I am employed, my employment may be terminated at any time by either myself or Holston Conference. I agree that, should I be employed, said employment will be at-will and will not be governed by any contract, either express or implied.

I hereby authorize Holston Conference or its designee to contact any or all of my references and former employers to inquire about my past job performance, education, personal character and any other topic deemed relevant by Holston Conference. I further agree that I will hold those individuals and entities who respond harmless for any information they provide as a result of such contact, and release them from liability for the result of any such information.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. I also expressly consent to submit to any physical examination that may be required of me, including drug and/or alcohol testing upon request both prior to and, if employed, during employment with Holston Conference. If I am employed, I understand and agree that I will be bound by the policies of Holston Conference.

_____ Date

_____ Applicant's Signature

THIS APPLICATION EXPIRES 60 DAYS AFTER THE DATE OF THE APPLICATION. IF YOU WISH TO REAPPLY AFTER 30 DAYS, YOU MUST FILL OUT ANOTHER APPLICATION.

BUSINESS OFFICE USE ONLY

Interviewed? Yes No Date of interview _____ Hired? Yes No

Reference check performed:

Name of Company/School	Person Contacted/ Position Held	Date	Notes