

Employment Application (Staff)

The United Church of Phelps 58 Main Street, Phelps New York 14532
315-548-2772

Section 1: PERSONAL DATA		
<i>Please complete all information, even if you supply a resume (type or use ink)</i>		Date
Position(s) applied for:		
Last Name	Prefix (Dr, Mr, Ms, Mrs, Miss, etc.)	First Middle
Present Address (If PO box please state physical address)	Home phone ()	Work phone () <i>With discretion, may we call you at work?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cell phone ()	E-mail
When would you be able to start? _____		
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Note: All offers of employment are conditioned upon satisfactory proof of applicant's identity and legal authorization to work in the United States and upon applicant's satisfactory completion of that required form		
Have you been convicted of a felony within the last seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, on a separate sheet of paper, please describe in full, including date(s) and disposition of case (a conviction will not necessarily disqualify you from employment).		

Are you 18 years or older? ☐ Yes ☐ No.

If under 18 years old, can you provide a work permit? ☐ Yes ☐ No

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

May we talk to your current employer? ☐ Yes ☐ No

Have you applied here before? ☐ Yes ☐ No If yes, for what position? _____

Are you related to an employee? ☐ Yes ☐ No If yes, to whom? _____

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

Physical Limitations

Can you perform the functions of this job with reasonable accommodation? ☐ Yes ☐ No

If you need accommodation, please describe on a separate sheet.

Following, please list beginning with the most recent, your employment experience that is pertinent to the position for which you are applying:

Section 2: EMPLOYMENT EXPERIENCE		DO NOT SUBSTITUTE A RESUME FOR APPLICATION		
1.	Employer	Date		Work Performed
	Address	Starting	Final	
	Employer's Phone #	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
2.	Employer	Date		Work Performed
	Address	Starting	Final	
	Employer's Phone #	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
3.	Employer	Date		Work Performed
	Address	Starting	Final	
	Employer's Phone #	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
4.	Employer	Date		Work Performed
	Address	Starting	Final	
	Employer's Phone #	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			

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Section 3: SKILLS

Check any skills you have developed through your education and training or through your volunteer, homemaking or traditional labor market work experience. To the left of each listed skill, mark skill level **H** High **M** Moderately High **B** Basic **L** Limited/None

	Accounting		Electrical		Personal Computer Use		Microsoft Outlook
	Bookkeeping		Filing		Microsoft Access		PowerPoint
	Budgeting		Foreign Languages (list)		Microsoft Excel		Research
	Calculator/10-key		Fund Raising		Microsoft FrontPage		Statistics
	Carpentry		Grant Writing		Microsoft Project		Supervision
	Community Organizing		Grounds keeping		Microsoft Publisher		Telephone/Switchboard
	Counseling		Interviewing		Microsoft Visio		Typing _____wpm
	Data Entry		Maintenance		Microsoft Word		Writing
	Drafting		Management		Plumbing		Other
	Editing		Painting		Programming (list)		

Section 4: EDUCATION

Name of schools attended beyond high school (include technical, military, college and university)	Dates: mm/yy		Number of semester units	Degree(s) or diploma	Major fields of study
	From	To			
Name of School City/State					
Name of School City/State					
Name of School City/State					
Name of School City/State					
Name of School City/State					
Name of School City/State					

Section 5: PROFESSIONAL ACTIVITIES

Professional activities (memberships, offices, extent of participation)

Community, civic, church activities

Section 6: REFERENCES

Give name, address and phone number of three professional references not related to you, **one of which should be a pastor** or individual who can speak to your involvement in your church family.

1. Name _____ Relationship _____

Email address _____ Phone _____

2. Name _____ Relationship _____

Email address _____ Phone _____

3. Name _____ Relationship _____

Email address _____ Phone _____

May we contact your current employer? ☐ Yes ☐ No

State briefly your reasons for seeking employment with The United church of Phelps

Have you accepted the Lord Jesus Christ as your personal Savior? ☐ Yes ☐ No

Are you currently a member of a church? ☐ Yes ☐ No

Name of Church _____ Denomination _____

Pastor's Name _____ How long? _____

Address _____

Please describe your current church involvement and any other Christian activities.

Section 7: LIFESTYLE EXPECTATIONS

- As Christian role models:
 - it is expected that employees will continually strive to deepen their own personal spirituality through increased understanding of the Bible and faithful efforts to incorporate that understanding into their daily work and personal lives.
 - It is expected that United Church of Phelps employees will actively participate in the life of a local church as part of faithful efforts to grow in Christ-likeness.
 - Adhering to Biblical standards of personal integrity, honoring the virtues reflected in God's character of faith, hope, love, justice, truth-telling, promise-keeping, beneficence, and respect for the dignity of persons and their property.

My signature below signifies my affirmation of the following:

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize you to make such investigations and inquiries of my education and employment, and other matters as may be necessary in arriving at an employment decision. I hereby release from all liability anyone responding to inquires in connection with my application
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that, if hired, my employment with The United Church of Phelps will be "at will" and, therefore, can be terminated by me or by the Church at any time for any reason, with or without cause, and with or without notice. I understand that this at will employment relationship will remain in effect throughout my employment with The United Church of Phelps and that no implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. No employee or representative of The United Church of Phelps other than the Personnel Team has any authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to the foregoing.
- I understand, also, that I am required to abide by all the rules, regulations, and Lifestyle Expectations and that the United Church of Phelps retains the right in its sole discretion to change any of its rules, regulations and employment policies at any time and without prior notice. I pledge myself to preserve the good name of the institution; to preserve and protect its physical properties; and to cooperate with all members of our church community in maintaining a spirit of Christian fellowship and service
- I have been informed in writing and acknowledge that a background check may be obtained on me for employment purposes.

Print Full Name _____

Signature _____ **Date** _____