

Employment Application

SPARTA UNITED METHODIST CHURCH
54 East Division Street, Sparta MI 49345

APPLICANT INFORMATION												
Last Name				First				M.I.		Date		
Street Address						Apartment/Unit #						
City				State				ZIP				
Phone				E-mail Address								
Date Available				Social Security No.				Desired Salary				
Position applying for												
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Are you at least 18 years of age?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If not, do you have a work permit?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application.				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
Are you able to perform the job functions of this position? YES <input type="checkbox"/>						NO <input type="checkbox"/>		If hired, will you be able to work overtime? YES <input type="checkbox"/>				NO <input type="checkbox"/>
EDUCATION												
High School				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
College				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
Other				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
REFERENCES												
<i>Please list three professional references.</i>												
Full Name				Relationship								
Company				Phone								
Address												
Full Name				Relationship								
Company				Phone								
Address												
Full Name				Relationship								
Company				Phone								
Address												

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

For Clerical Applicants Only: Do you type? YES NO _____ words per minute
Computer Skills (hardware/software):

MILITARY SERVICE List dates, ranks & training

--

DISCLAIMER AND SIGNATURE

The above information is true and correct.
I authorize Sparta United Methodist Church to inquire into my education, previous employment history, and references as needed to research my qualifications for this position.
If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for the completion of Form I-9. Further, I understand that a background check will be conducted on my behalf.
I hereby acknowledge that I have read and agree to the above statements.

Signature	Date
-----------	------