



Lebanon First United Methodist Church Employment Application

415 West Main St., Lebanon TN 37087, 615-444-3315, Fax 615-444-3385, www.lebanonfumc.com

Date of Application _____, 20____
Month/Day Year

PLEASE PRINT LEGIBLY

Name you prefer to be called _____

Social Security Number _____ - _____ - _____

Drivers License No. _____

Name _____
Last First MI

Address _____
Number Street Apt.

City State Zip Code

Home Telephone () _____ Cell phone () _____
Area Code Phone Number Area Code Phone Number

How were you referred to Lebanon First United Methodist Church _____

Have you previously worked for Lebanon First United Methodist Church ____ Yes ____ No

If Yes, specify position(s) and date(s) _____

Do you have any relatives employed by Lebanon First United Methodist Church ____ Yes ____ No

If Yes, specify name(s) and department(s) _____

Type of position desired _____ F-T ____ P-T Date available _____

Salary Required \$ _____ per _____ Are you willing to travel if required? ____ Yes ____ No

Are there any days or hours you would be unwilling to work? ____ Yes ____ No If yes, specify _____

Lebanon First United Methodist Church is an Equal Opportunity Employer

NOTE: You may attach a supplemental resume or reference letters, however, all requested information on this application must be completed. This application will be given every consideration, but its receipt does not imply that you will be hired.

Please list your most recent paid position first. You may attach a separate sheet describing volunteer assignments.

Firm _____	Job Title _____	
Address _____		
Date Started _____	Date of Termination _____	Reason for Leaving _____
Supervisor's Name & Position _____		Phone Number _____
Beginning Salary \$ _____	Ending Salary \$ _____	Your Responsibilities _____

Firm _____	Job Title _____	
Address _____		
Date Started _____	Date of Termination _____	Reason for Leaving _____
Supervisor's Name & Position _____		Phone Number _____
Beginning Salary \$ _____	Ending Salary \$ _____	Your Responsibilities _____

Firm _____	Job Title _____	
Address _____		
Date Started _____	Date of Termination _____	Reason for Leaving _____
Supervisor's Name & Position _____		Phone Number _____
Beginning Salary \$ _____	Ending Salary \$ _____	Your Responsibilities _____

	Name & Address of School	Graduated		Date Attended		Degree Earned & Major Field of Study
		Yes	No	From	To	
High School						
College						
Graduate School						
Other (Business, Trade)						

List Professional License/Certification: _____

List Professional Societies, Memberships, and Offices held: _____

Have you been arrested, convicted of a crime other than a minor traffic violation, or pleaded *nolo contendere* in a criminal case? ___ Yes ___ No If yes, please explain _____

U.S. Military Service Period of Service From _____ To _____	Branch	Final Rank	Major Duties
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Are you over 18 years of age? ___ Yes ___ No

Are you a citizen of the U.S. or do you have the legal right to be employed in the U.S.? ___ Yes ___ No

Please complete the information below, if applicable.

Typing speed (wpm) _____

Computer ___ Yes ___ No Software _____

Graphics ___ Yes ___ No Software _____

Other (Please describe) _____

Tennessee is known as an "**EMPLOYMENT-AT-WILL**" state.

All employees are at will. This means that you and FUMC are free to terminate the employment relationship at any time without notice, for any reason or for no reason.

Give Three references, NOT RELATIVES, who have known you at least two years

Name	Address	Phone	Occupation

Agreement

NOTE: We will conduct an investigation into whether you have been convicted of a Felony or Misdemeanor. Under our policy, past convictions may or may not disqualify you from a volunteer or staff position, The decisions will be made very carefully, considering all facts of the conviction(s) and the role for which you are applying. Your failure to disclose past convictions may disqualify you from obtaining employment with LFUMC.

I, (print name) _____ hereby authorize our church Pastor in the area of requested employment or volunteering, and the Church Business Administrator, to make an independent investigation of my background, references, character, past employment, education, criminal or police records, and credit history, including those by both public and private organizations and all public records for the purpose of confirming the information contained on my application or volunteer form(s), and/or obtaining other information which may be material to my qualifications for employment or as a volunteer now and, if applicable, during the tenure of my employment or as a volunteer with our church.

I represent that all information that I submit to Lebanon First United Methodist Church in support of my application is true and complete. I understand that false information and omissions, in whole or in part, in support of my application are likely to subject me to immediate discharge at any time during the period of employment, should I be hired. I authorize LFUMC to verify any and all information concerning my work history, experience, and education with the appropriate individuals, companies, institutions or agencies, and I authorize them to release records or summaries thereof without any obligation to provide me written notice of such disclosure. I will hold LFUMC and such persons or entities harmless from any liability whatsoever as a result of such disclosures.

The following is my *true and complete* legal name and all information is true and correct to the best of my knowledge:

Please print your name _____

Signature _____ Date _____