

Revised 12/8/2016 JAH

NAME _____

POSITION _____

DATE OF APPLICATION _____



Bethany School

EMPLOYMENT

APPLICATION

Bethany School

APPLICATION FOR EMPLOYMENT

Date of Application

Please Print Legibly

POSITION

Position(s) Applying For 1. _____ 2. _____ 3. _____	Hours Available For Work	<input type="checkbox"/> Full-time	Date Available For Work Salary Expectations
		<input type="checkbox"/> Part-time	
		<input type="checkbox"/> Summer Program	

PERSONAL INFORMATION

Last Name	First Name	Middle Name or Initial	Other Names Used
Current Address		City, State and Zip Code	
Previous Address		City, State and Zip Code	
Email Address			
Home Phone (With Area Code)	Day time phone (if different)	Social Security Number	

EDUCATION

Indicate highest grade completed: 9 10 11 12

GED

College 1 2 3 4

Graduate School

1 2 3 4

Schools attended, beginning with High School

School	City/State	Dates Attended (mo/yr) From: To:	Graduate? Indicate: Yes or No	Degree/Major
High School				
College/University				
College/University				
Other				

EMPLOYMENT HISTORY

List all employers (including military service) over the last ten years in order beginning with the current or most recent employer. Please attach another sheet if necessary.

Current or last Employer			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact current employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Describe briefly your responsibilities and what you liked or disliked about the position					

Employer:			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact current employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Summarize your responsibilities and what you liked or disliked about the position					

Employer			Address, City, State, Zip		
Position			Supervisor or Contact person for Reference		Telephone number with area code
Beginning date	Ending date	Starting Salary	Ending Salary	Reason for leaving	
Permission to contact current employer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Describe briefly your responsibilities and what you liked or disliked about the position					

TRAINING and EXPERIENCE

List any additional training or experience you have that qualifies you for the position you are seeking, including training courses attended or any professional license(s) or certification(s) you hold: (You may attach a second sheet if desired)

CHURCH HISTORY (OPTIONAL)

Please provide the following information concerning your church background over the past five years (if applicable).

Current Church	Member: Yes/ No Years:	Address	Phone
Previous Church	Member: Yes/ No Years:	Address	Phone
Previous Church	Member: Yes/ No Years:	Address	Phone
Church Volunteer Positions held:			
Boards, Committees or Task Forces on which you have served:			

Please list any activities in which you have directly supervised children (paid or volunteer position).

Are you legally authorized to work in the United States?
 Yes No

Bethany School is an Equal Opportunity Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of race, color, national origin, sex, age, marital status, disability or veteran status. It is our goal to make employment decisions that further the principle of equal employment opportunity by utilizing objective standards based upon an individual's qualifications for a specific job opening.

PLEASE READ BEFORE SIGNING

In submitting this application for employment, I understand that false statements or the omission of information may disqualify me for employment, or result in the termination of my employment. I agree and understand that, any offer of employment is contingent upon successful completion of a criminal background investigation and education verification. I agree that the information on this application for employment is true and correct and authorize Bethany School to investigate all statements made on this application and to make whatever inquiries it may deem necessary to confirm the information contained on this application or to obtain references on me. I also authorize any individual or company listed on this application to provide Bethany School with any information they may consider relevant to my consideration for employment by Bethany School.

Additionally, I understand that if I am hired by Bethany School, my employment will be at will, which means that I have the right to terminate my employment, with or without cause or notice, and that the Bethany School has the same right. I further understand that my right to terminate must be exercised in accordance with the terms and conditions contained in the Bethany School employee manual to receive employee benefits, described in the manual, at the time of my termination. As stated in the manual, I am required to complete a 90-day probationary period. I also understand that employee conduct and demeanor reflects directly on Bethany School and I will be expected to conduct myself in a manner that meets all Bethany standards for conduct and is compatible with the Social Principles of the United Methodist Church. I also understand that no representative of Bethany School has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the contents of this paragraph except in a written contract of employment signed by the Bethany School Director.

Applicant Signature

Date

**In order to be considered for employment by Bethany School, the above
agreement
MUST BE SIGNED AND DATED.**