

NAME _____

POSITION _____

DATE OF APPLICATION _____



**EMPLOYMENT
APPLICATION**

Bethany United Methodist Church

**10010 Anderson Mill Road
Austin, Texas 78750**

Phone (512) 258-6017 Fax (512) 331-8843

Experience God's Love, Know Jesus Christ, Grow in His Image

Bethany United Methodist Church

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 <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Week Ends <input type="checkbox"/> Summer	Date Available For Work Salary Expectations
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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)	Cell 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 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				

Please answer the following three questions:
 Are you legally authorized to work in the United States?
 Yes No

Why do you want to work at Bethany United Methodist Church?

Are you related to anyone on staff or on the Staff Pastor Relations Committee at Bethany United Methodist Church? No Yes If so, please list name and relationship.

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:			
Have you ever served on a Church Staff: Yes/ No	If yes, Name and Address of Church		Phone
Title of Position(s) held:			
Name of Direct Supervisor:	Address:		Phone

Would you like to briefly describe your spiritual journey? (OPTIONAL)

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)

SPECIAL SKILLS

10 Key
 Word
 Excel
 Power Point
 Data Entry
 Custom Software
 Other _____

Please list additional skills or special skills and qualifications acquired from employment or other experiences that may have prepared you for work with Bethany United Methodist Church.

REFERENCES

Reference #1	Address, City, State, Zip
Phone number with area code:	How long have you known this person?
How do you know this person?	Permission to contact this reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference #2	Address, City, State, Zip
Phone number with area code:	How long have you known this person?
How do you know this person?	Permission to contact this reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference #3	Address, City, State, Zip
Phone number with area code:	How long have you known this person?
How do you know this person?	Permission to contact this reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL INFORMATION

Use the space below to summarize any additional information you would like for those reviewing this application to know or to expand any statements made in other sections of this application form.

Resume attached No Yes
 Additional sheets attached No Yes

Bethany United Methodist Church 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 UMC 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 UMC with any information they may consider relevant to my consideration for employment by Bethany UMC

Additionally, I understand that if I am hired by Bethany UMC, 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 Bethany UMC 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 UMC 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 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 UMC 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 Senior Pastor and Chairman of the Administrative Board of Bethany UMC and me.

Applicant Signature

Date

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