

Ivy Creek UMC Employment Application

Job(s) for Which You Are Applying: _____

Application Date: _____ First date you are available to begin work: _____

Contact Information

Last Name: _____ First: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone :() _____ Daytime Telephone :() _____ Other _____

E-mail Address: _____

General Information

Can you show proof of your eligibility to work in the United States? Yes _____ No _____

Ivy Creek buildings are smoke-free environments. Can you adhere to this policy? Yes ____ No ____

Do you have any physical, mental or medical conditions that would interfere with your ability to perform the job for which you are applying? Yes _____ No _____

Are you currently charged with or have you ever been convicted of any crime, or has your driver's license been suspended? Yes _____ No _____ If yes, please explain _____

Have you ever been suspended or discharged from employment? Yes _____ No _____ If yes, please explain _____

Education (beginning with High School)

School/College	Location	Dates Attended	Degree

Employment History, Beginning With Most Recent

Job Title: _____ Employed From _____ to _____

Responsibilities: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Telephone :() _____ Supervisor: _____

May Ivy Creek Contact This Employer? Yes _____ No _____

If no, please provide reason: _____

Job Title: _____ Employed From _____ to _____

Responsibilities: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Telephone :() _____ Supervisor: _____

May Ivy Creek Contact This Employer? Yes _____ No _____

If no, please provide reason:

Job Title: _____ Employed From _____ to _____

Responsibilities: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Telephone :() _____ Supervisor: _____

May Ivy Creek Contact This Employer? Yes _____ No _____

If no, please provide reason:

Job Title: _____ Employed From _____ to _____

Responsibilities: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Telephone :() _____ Supervisor: _____

May Ivy Creek Contact This Employer? Yes _____ No _____

If no, please provide reason:

Special Skills

Describe special skills, experiences, qualifications or accomplishments.

Describe your computer proficiency. Please list specific software and your level of experience using it.

References

Provide three non-family references and indicate their relationship to you (e.g., employer, teacher, etc.). Persons listed may be contacted to give reference.

Name: _____ Relationship to You: _____

Address: _____

Daytime Telephone :() _____ E-mail: _____

Name: _____ Relationship to You: _____

Address: _____

Daytime Telephone :() _____ E-mail: _____

Name: _____ Relationship to You: _____

Address: _____

Daytime Telephone :() _____ E-mail: _____

Statement of Understanding

I certify that the statements made in this application are correct and complete to the best of my knowledge. I understand that false, omitted or misleading information may result in rejection of this application or termination of subsequent employment. With the possible exception as indicated on pages 1 and 2 of this application, I understand that Ivy Creek may investigate all statements made on my application and release from liability former employers, institutions or persons providing such information to Ivy Creek. If accepted for employment with Ivy Creek, I agree to abide by all of its rules, regulations, policies and procedures. If employed, I understand that I may terminate my employment at any time without notice or cause, and that Ivy creek may terminate or modify the employment relationship at any time without prior notice or cause. If employed, I understand that my employment is for no definite period of time and if terminated, Ivy Creek is liable only for wages and benefits earned as of the date of termination.

Applicant Signature: _____

Date: _____

Ivy Creek United Methodist Church is an equal opportunity employer and considers applicants for all positions without regard to race, religion, gender, national origin, age, ancestry, sexual orientation, marital or veteran status, disability or any other legally protected status.

Attach Resume And Any Other Relevant Materials.

Mail To:

Ivy Creek United Methodist Church
Staff Parish Relations Committee
674 Woodlands Road
Charlottesville, VA 22901