



# The United Methodist Church of Montrose

19 South Park Avenue Montrose, Colorado 81401 office@montroseumc.org  
970-249-3716 fax 970-252-1959

## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_

(PRE-EMPLOYMENT QUESTIONNAIRE – AN EQUAL OPPORTUNITY EMPLOYER)

We welcome you as an applicant. Please complete the entire application even if you have attached or submitted a resume. Additional information may be requested in order that we may give you appropriate consideration. **Please note**, because you may be working with or around children, we will submit your information for a background check. We will not do a credit check or a motor vehicle check. Please initial here that you agree to that check. \_\_\_\_\_

### GENERAL INFORMATION

Name \_\_\_\_\_ Social Security No. \_XXXXXXXXXX  
Last First Middle

Present Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street City State Zip

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

Are you over the age of 18? YES [ ] NO [ ] What languages can you speak other than English? \_\_\_\_\_

Are you a citizen of the United States YES [ ] NO [ ] If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S. YES [ ] NO [ ]

### EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Present employment \_\_\_\_\_ May we inquire of your present employer? YES [ ] NO [ ]

Have you applied with us before? YES [ ] NO [ ] When and for what position? \_\_\_\_\_

Have you ever been discharged or asked to resign a position? YES [ ] NO [ ] If so, explain \_\_\_\_\_

### EDUCATION

|             | name & location of school | no. of years attended | degree | subj. studied |
|-------------|---------------------------|-----------------------|--------|---------------|
| High School |                           |                       |        |               |
| Vo/tech     |                           |                       |        |               |
| College     |                           |                       |        |               |
| Grad School |                           |                       |        |               |

Other post high school courses or training & other special skills \_\_\_\_\_

### SERVICE IN THE ARMED FORCES

Branch of armed forces \_\_\_\_\_ Rank \_\_\_\_\_

General duties/training \_\_\_\_\_

Are you a member of a reserve organization YES [ ] NO [ ] Name \_\_\_\_\_

**PRIOR WORK RECORD (Start with most recent or present employer)**

1 Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_  
e-mail \_\_\_\_\_ fax \_\_\_\_\_  
Name and Position of Immediate Supervisor \_\_\_\_\_ Date of employment: From \_\_\_\_\_ To \_\_\_\_\_  
Your Position, Title and Duties \_\_\_\_\_ Starting rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2 Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_  
e-mail \_\_\_\_\_ fax \_\_\_\_\_  
Name and Position of Immediate Supervisor \_\_\_\_\_ Date of employment: From \_\_\_\_\_ To \_\_\_\_\_  
Your Position, Title and Duties \_\_\_\_\_ Starting rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3 Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_  
e-mail \_\_\_\_\_ fax \_\_\_\_\_  
Name and Position of Immediate Supervisor \_\_\_\_\_ Date of employment: From \_\_\_\_\_ To \_\_\_\_\_  
Your Position, Title and Duties \_\_\_\_\_ Starting rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

May we contact the employers listed above? YES [ ] NO [ ] If not, indicate by No. which one(s) you do not wish us to contact

**REFERENCES (Do not list relatives or previous supervisors)**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_  
e-mail \_\_\_\_\_ fax \_\_\_\_\_  
Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_  
e-mail \_\_\_\_\_ fax \_\_\_\_\_  
Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_  
e-mail \_\_\_\_\_ fax \_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.  
In consideration of my employment, I agree to conform to the company's rules and regulations. I understand that, if employed, I have been hired at the will of the Montrose United Methodist Church and that my employment may be terminated at will, at any time, and with or without cause. I understand that I may resign at any time

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date