

**Application for Employment**  
**ALEXANDRIA UNITED METHODIST CHURCH**  
**2210 Sixth Avenue East**  
**Alexandria, MN 56308**

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**PLEASE PRINT**

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone Number (\_\_\_\_) \_\_\_\_\_ Soc. Security # \_\_\_\_\_

If necessary, best time to call you at home is \_\_\_\_\_ am or pm

May we contact you at work? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, work number and best time to call \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ am or pm

Are you legally eligible for employment in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date available for work. \_\_\_\_\_

Are you able to meet the attendance requirements of the position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you work overtime if required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been convicted of a felony in the last seven years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain \_\_\_\_\_

**REFERENCES**

List names and telephone number of three business/work references who are not related to you and are not previous Supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone Number	Years Known
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**EDUCATIONAL BACKGROUND**

School	Years Completed	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EMPLOYMENT HISTORY

List your last three employers, assignments or volunteer activities, starting with the most recent, including military Experience. Explain any gaps in employment in comments section below.

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Employer	Phone	Dates Employed From To	Summarize job responsibilities & nature of the work performed
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Address

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Job Title Hourly Rate/Salary – Starting

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Immediate Supervisor and Title

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Reason for Leaving

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May we contact for references? Yes No

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Employer	Phone	Dates Employed From To	Summarize job responsibilities & nature of the work performed
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Address

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Job Title Hourly Rate/Salary – Starting

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Immediate Supervisor and Title

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Reason for Leaving

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May we contact for references? Yes No

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Employer	Phone	Dates Employed From To	Summarize job responsibilities & nature of the work performed
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Address

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Job Title Hourly Rate/Salary – Starting

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Immediate Supervisor and Title

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Reason for Leaving

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May we contact for references? Yes No

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Comments (including explanation of any gaps in employment)

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**Skills and Qualifications** – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you to perform job related functions for the position \_\_\_\_\_

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List any additional information you would like us to consider \_\_\_\_\_

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