Kentucky Conference
The United Methodist Church

Employment Application

PERSONAL INFORMATION — Complete **all** applicable information

Name (Last, First, MI):			
Position(s) applied for:		Are you willing to work: ___ Full Time ___ Part Time ___ Temporary ___ Weekends ___ Evenings ___ Nights	
Street Address:	City:	State:	Zip:
Primary Phone:	Secondary Phone:	Have you previously been employed by our company? Yes No Last Date Worked/Where?	
Are you legally authorized to work in the United States? Yes No Require Sponsorship		When could you start employment?	
Have you ever applied for employment with our company? Yes No When? Where?			
Are you related to anyone currently or previously employed by our company? Yes No If yes, name and relationship?			

EMPLOYMENT HISTORY — Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Incomplete information may disqualify you from further consideration.

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:	City:	State:	Zip:
Reason for Leaving:	Summary of Duties:		
Name of Supervisor:	Supervisor Title and Department:	Supervisor Phone Number: ( ) - extn May we contact: Yes No	

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:	City:	State:	Zip:
Reason for Leaving:	Summary of Duties:		
Name of Supervisor:	Supervisor Title and Department:	Supervisor Phone Number: ( ) - extn May we contact: Yes No	

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:	City:	State:	Zip:
Reason for Leaving:	Summary of Duties:		
Name of Supervisor:	Supervisor Title and Department:	Supervisor Phone Number: ( ) - extn May we contact: Yes No	

EDUCATION INFORMATION

High School:	City:	St:	Diploma/GED:	General Ed. or Advanced Classes:	
College:	City:	St:	Degree:	Major:	GPA:
College:	City:	St:	Degree:	Major:	GPA:
Graduate School:	City:	St:	Degree:	Major:	GPA:
Other:	City:	St:	Degree:	Major:	GPA:

ADDITIONAL INFORMATION

Relevant skills, certifications, and talents:
Rate your computer proficiency: _____ words p/m or keystrokes p/m MS Word Skills Beg ____ Interm ___ Advanced ____ Years Utilized: _____ MS Excel Skills Beg ____ Interm ___ Advanced ____ Years Utilized: _____ MS PowerPoint Beg ____ Interm ___ Advanced ____ Years Utilized: _____ MS Access Beg ____ Interm ___ Advanced ____ Years Utilized: _____
Define other computer software programs of proficiency?

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

The Kentucky Annual Conference (the Conference) is an equal opportunity employer. The Conference does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, gender, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment any obligation for the Conference to hire me. If I am hired, I understand that either the Conference or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Conference has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Conference true and complete information on this application. No requested information has been concealed. I also understand that the Conference may request to contact references provided for employment reference checks, and under consistent hiring practices, may require pre-employment screening and background verification as a condition of employment upon any employment offer. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date:	Signature: