

Application for Employment

Mount Olivet United Methodist Church
300 Ananias Dare Street
Manteo, NC 27954
(252) 473-2089

(PLEASE TYPE OR PRINT)

DATE: _____

LAST NAME FIRST NAME MI

MAILING ADDRESS: _____

CITY STATE ZIP

TELEPHONE NUMBER: _____

AREA
CODE

POSITION DESIRED: _____

RECORD OF EDUCATION

SCHOOL	NAME OF SCHOOL	COURSE OF STUDY	COMPLETION	GRADUATE?	Diploma DEGREE
ELEMENTARY		n/a	5 6 7 8	n/a	n/a
HIGH			1 2 3 4	YES NO	
COLLEGE			1 2 3 4	YES NO	
OTHER			1 2 3 4	YES NO	
(Specify)					

EMPLOYMENT HISTORY

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Employer	Type of Organization	Address		Phone No.
Job Title	Name and Title of Supervisor	No. Supervised by You		
Date Employed (mdy)	Starting Salary\$	per	Ending Salary\$	per Reason for Leaving
Date Separated (mdy)	Job Duties (Be Specific)			
FUJI Time	#Years	#Mos.		
Part Time	#Years	#Mos.		
If part-time number of hours per week				

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SKILLS

LIST FIELDS OF WORK FOR WHICH YOU ARE LICENSED, REGISTERED, OR CERTIFIED, AND GIVE DATE OF ISSUANCE.

Registration: _____ State: _____ No: _____ Exp. Date: _____
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CHECK THE FOLLOWING SKILLS, EXPERIENCE, ETC. WHICH YOU HAVE:

____ DRIVER'S LICENSE	____ WORD PROCESSING (Specify)
____ COMMERCIAL LICENSE	____ ADDING MACHINE/CALCULATOR
____ CAR FOR USE AT WORK	____ DATA ENTRY
____ TYPING w.p.m.	____ SIGN LANGUAGE
	____ FOREIGN LANGUAGE

List Civic, And Professional Organizations to Which You Belong

GENERAL INFORMATION

Are you eligible for employment in the USA? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offense? _____

If yes, describe in full. _____

Have you ever been discharged or asked to resign from a position? _____ If

yes, describe in full. _____

Are you subject to call to active military duty or training? _____

If yes, what form and when? _____

REFERENCES

List individuals familiar with your capabilities. Do not list former employers or relatives.

Name	Address	Phone number

I understand and agree that:

- 1) Any material misrepresentation or deliberate omission of fact on my application may be justification for refusal of, or if employed, termination from employment.
- 2) It is my understanding that Mount Olivet United Methodist Church will make a thorough investigation of my entire work history and may verify all data given in my application or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Mount Olivet and I release from any liability any person giving such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
- 3) Although Mount Olivet makes every effort to accommodate individual preferences, at times special situations may arise or the needs of Mount Olivet may be such that a deviation from the normal work schedule may be required. I understand and accept these conditions of employment.

I further understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am employed, such employment is for no definite period of time and that Mount Olivet can change wages, benefits, and conditions of employment at any time.

I have read and understand the above.

SIGNED: _____

DATE: _____