

**EMPLOYMENT APPLICATION**  
**SHEPHERD OF THE HILLS UNITED METHODIST CHURCH**

920 West Tonaquint Drive | St. George, UT 84770 | 435-627-85638 | office@shumcstgeorge.com  
 An Equal Opportunity Employer

**PERSONAL INFORMATION**

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

HOME ADDRESS: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U. S. on an unrestricted basis? Yes: \_\_\_\_ No: \_\_\_\_

**POSITION YOU ARE APPLYING FOR:**

Title: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

Referred by: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Are you looking for full-time or part-time employment? \_\_\_\_\_

Will you work overtime, on occasion, if necessary? Yes: \_\_\_\_ No: \_\_\_\_

Do you have any on-going obligations such as school, another job or other personal commitments that might affect your work schedule here? If so, please list below.

\_\_\_\_\_

**EDUCATION RECORD**

| Type of School                               | Name and Location of School | Dates Attended | Type of Diploma/Degree | Major Field of Study |
|--|-----------------------------|----------------|------------------------|----------------------|
| High School or G.E.D.                        |                             |                |                        |                      |
| College, University, Technical or Vocational |                             |                |                        |                      |
| Additional Licenses & Certificates           |                             |                |                        |                      |
|  |                             |                |                        |                      |

**PRESENT EMPLOYMENT**

Are you presently employed? Yes: \_\_\_ No: \_\_\_  
Do you need to give your present employer an advance notice? Yes: \_\_\_ No: \_\_\_  
Do you authorize us to contact your present employer for a reference? Yes: \_\_\_ No: \_\_\_  
Are you willing to agree to have a background check done and/or take a drug/alcohol screening exam before and after employment if requested? Yes: \_\_\_ No: \_\_\_

**WORK HISTORY** – Please provide information about your last 3 jobs, starting with the most recent.

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Title/Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Manager's Name and Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Title/Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Manager's Name and Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Title/Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Manager's Name and Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

If you would like to provide additional employment information, please use an additional sheet of paper to do so.

**PRIOR EVENTS**

Have you ever worked for or applied to work at Shepherd of the Hills United Methodist Church or any United Methodist Church? Yes: \_\_\_\_ No: \_\_\_\_

Do you authorize us to contact your previous employers for references? Yes: \_\_\_\_ No: \_\_\_\_

Have you ever been discharged for cause? Yes: \_\_\_\_ No: \_\_\_\_

Have you ever been indicted or convicted of a law violation other than a minor traffic violation? Yes: \_\_\_\_ No: \_\_\_\_

Do you have a physical handicap for which you request special consideration? Yes: \_\_\_\_ No: \_\_\_\_

**PLEASE READ AND SIGN**

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or if employed, may be just cause for subsequent dismissal.

I hereby authorize any former employer, person, firm or corporation listed herein, including this entity to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records.

I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will any time upon notice by either the entity or myself.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_