

An Equal Opportunity Employer

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

**PERSONAL INFORMATION**   
Incomplete information could disqualify you from further consideration.

Name

Address

E-mail Address

Home Phone #

Mobile Phone #

Are you eligible to work in the U.S? Yes \_\_\_\_ No \_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes\_\_\_\_   No\_\_\_\_

**EMPLOYMENT DESIRED**

Position desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date available \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly Rate/Salary desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently employed? \_\_\_\_\_\_ If so may we inquire of your present employer? \_\_\_\_\_\_\_

**REFERRAL SOURCE**

How did you hear about us? Walk In   Advertisement   Referral Other

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **Name and location of school** | **No. of yrs. Attended** | **Degree Received** | **Subjects studied/Major** |
| High School |  |  |  |  |
| College or University |  |  |  |  |
| Church Related Training (Ordination, etc.) |  |  |  |  |
| Trade, Business or Correspondence School |  |  |  |  |

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer Skills (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 could disqualify you from further consideration.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | |  | |
| From | To | | Employer Name | | Telephone  ( ) | |
| Job Title | | | Address | | | |
| Immediate supervisor, title & current contact information: | | | Summarize the nature of work performed and job responsibilities | | | |
|  | | |  | | | |
| Current Salary: | | | Reason for leaving: | | | |
|  | | |  | | | |
|  | | |  | | | |
| From | To | | Employer | | Telephone  ( ) | |
| Job Title | | | Address | | | |
| Immediate supervisor, title & current contact information: | | | Summarize the nature of work performed and job responsibilities | | | |
|  | | |  | | | |
| Current Salary: | | | Reason for leaving: | | | |
|  | | |  | | | |
|  | | |  | | | |
| From | To | | Employer | | Telephone  ( ) | |
| Job Title | | | Address | | | |
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|  | | |  | | | |
| Current Salary | | | Reason for Leaving | | | |
|  | | |  | | | |
|  | | |  | | | |
| From | To | | Employer Name | | Telephone  ( ) | |
| Job Title | | | Address | | | |
| Immediate supervisor, title & current contact information: | | | Summarize the nature of work performed and job responsibilities | | | |
|  | | |  | | | |
| Current Salary: | | | Reason for leaving: | | | |
|  | | |  | | | |
|  | | |  | | | |

Have you ever been convicted of a misdemeanor or felony, other than a minor traffic violation: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain (a yes will not automatically disqualify you from employment consideration): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address, Phone, Email | Company/  Relationship | Years Acquainted |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Please read carefully before signing.**

WNCC-UMC is an equal opportunity employer. WNCC-UMC does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, 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 establishes any obligation for WNCC-UMC] to hire me. If I am hired, I understand that either WNCC-UMC 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 WNCC-UMC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to WNCC-UMC true and complete information on this application. No requested information has been concealed. I authorize WNCC-UMC to contact references provided for employment reference checks. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_