

Unity Church of Jesus Christ

Employment Application

Because of our sincere interest in your qualifications, it is desirable to have your complete background and work history. We appreciate your interest in Unity Church of Jesus Christ and are happy to explore with you the possibilities of joining us.

Date: _____

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Other Phone _____

E-mail _____

Type of position applying for: _____

Full Time Part Time Temporary Summer When Available _____

Have you been previously employed by us? If so, please give dates and former position. _____

Are you able to perform all the functions, tasks and duties of the position for which you have applied with or without reasonable accommodation? Yes No

If not, please explain which functions, tasks or duties you would be unable to perform with or without reasonable accommodation. _____

Are you available to work during the scheduled hours for the position for which you have applied?

Please describe the skills or qualifications which you feel would especially fit you for work with our organization (i.e., computer skills, management experience, data entry – key strokes per hour, etc.).

How did you hear about the position you are applying for? _____

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer “yes” if you have entered in to a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or expunged records.) Yes No

If you have been convicted of such an offense, please attach a statement or explanation, including nature of offense, date, court where conviction was entered and any other relevant information.

Employment Experience

List your last three positions and attach additional sheet, if necessary. Start with your present or last job. Include self-employment, work as an independent contractor and temporary positions.

1

Employer: _____

Address: _____

Phone: _____

Job Title: _____

Supervisor: _____

Reason for Leaving: _____

Dates: _____

Work Performed:

2

Employer: _____

Address: _____

Phone: _____

Job Title: _____

Supervisor: _____

Reason for Leaving: _____

Dates: _____

Work Performed:

3

Employer: _____

Address: _____

Phone: _____

Job Title: _____

Supervisor: _____

Reason for Leaving: _____

Dates: _____

Work Performed:

I hereby authorize my current and/or previous employers and supervisors or references listed herein or otherwise identified by me to furnish Unity Church of Jesus Christ and its staff any information requested related to my employment and work performance.

Signature

Education

Describe high school, college and/or other education relevant to the position for which you have applied.

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College (Undergraduate)				
College (Graduate)				
Bus. or Trade School				
Professional School				

References

List the names, addresses and phone numbers of three people you would like us to contact.
Do not include relatives.

Name _____

Position _____

Company _____

Address _____

Telephone _____

Name _____

Position _____

Company _____

Address _____

Telephone _____

Name _____

Position _____

Company _____

Address _____

Telephone _____

Waivers and Disclosures

I affirm that all information provided on this Application is true and complete to the best of my knowledge and belief. I acknowledge that, if any information provided on this Application is inaccurate or incomplete, for whatever reason, Unity Church of Jesus Christ may refuse to hire me, or if I am employed, may discharge me from employment.

I authorize Unity Church of Jesus Christ, and its employees, agents, and representatives, to conduct a reference and background check and criminal record check concerning me as deemed appropriate by Unity Church of Jesus Christ. I generally release Unity Church of Jesus Christ and its employees, agents, and other representatives from any and all claims, damage, and liability that might arise out of inquiries and statements made concerning me in connection with such reference, background, and criminal record checks. I hereby request that any and all of my former employers, supervisors, co-workers, volunteer organizations with which I have worked, references, educational institutions, Unity Church staff, and others who may have had an affiliation with me, provide information concerning me as requested by Unity Church of Jesus Christ, and I also hereby generally release all such persons and entities from any and all claims, damage, and liability that might arise from making statements or providing information concerning me to Unity Church of Jesus Christ in connection with its reference, background, and criminal record checks.

If appointed to a position with Unity Church of Jesus Christ, I will fully accept and adhere to the core values, mission statement, and religious, spiritual, and moral policies, principles, and standards of Unity Church of Jesus Christ.

I UNDERSTAND THAT THIS APPLICATION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT AND THAT IT DOES NOT CREATE, NOR IS IT INTENDED TO CREATE, A CONTRACT OF EMPLOYMENT.

I UNDERSTAND THAT EMPLOYMENT WITH UNITY CHURCH OF JESUS CHRIST IS TERMINABLE AT WILL, WHICH MEANS THAT EMPLOYMENT WITH UNITY CHURCH OF JESUS CHRIST CAN BE TERMINATED AT ANY TIME, BY UNITY CHURCH OF JESUS CHRIST OR BY ME, WITH OR WITHOUT PRIOR NOTICE, WARNING, OR DISCIPLINARY ACTION, AND FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE.

Date

Signature of Applicant