



Larchmont United Methodist Church

1101 JAMESTOWN CRESCENT
NORFOLK, VIRGINIA 23508-1405
TELEPHONE (757) 489-8168 FAX (757) 489-1267

Date: _____

Name _____

Address: _____ City _____ State: _____ Zip _____

Telephone: (h) _____ (w) _____ E-mail: _____

Length of time at address listed above: _____

Position desired: _____ Date available to start: _____

What hours and days are you available to work? _____

If hired, what salary or rate of pay do you expect to receive? _____

Are you legally eligible to work in the United States? Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18? Yes No
(If no, you may be required to provide authorization from a parent or guardian)

Have you ever applied to, or worked for, Larchmont UMC before? If yes, please give date: _____ Yes No

Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

Employment History
(Please begin with most recent)

Employment Date(s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving Begin/Ending Salary

May we contact the employers listed above? Yes No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

Non-Discrimination Statement

Larchmont United Methodist Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, genetic information, age, or veteran status. Larchmont United Methodist church does reserve the right to consider the religious faith of applicants for positions directly involved in the Christian programs and ministries of the church.

Employment At Will

Employment with Larchmont United Methodist Church is “at will” and not by contract either express or implied. This means that if you become employed at Larchmont United Methodist Church, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

Certification and Release

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Larchmont United Methodist Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Larchmont United Methodist Church, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

