

8540 US 31 South Indianapolis, IN 46227
EMPLOYMENT APPLICATION



NAME: _____
Last First Middle

Present Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ E-mail: _____

Length of time at address listed above: _____

Position Desired: _____ Date available to start: _____

What days are you available to work? _____

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

Do you have a high school diploma or GED equivalency? YES NO

Have you ever applied to, or worked for CUMC Preschool before? YES NO

EDUCATIONAL BACKGROUND

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

PREVIOUS EMPLOYMENT

Place of Business: _____
Date of Employment: _____
Job Title: _____
Primary Responsibilities: _____

Supervisor: _____
Phone: _____
Reason for leaving _____

Place of Business: _____
Date of Employment: _____
Job Title: _____
Primary Responsibilities: _____

Supervisor: _____
Phone: _____
Reason for leaving _____

May we contact your previous employer(s)? Yes No

Do you have experience in early childhood education? Yes No

If yes, where and how long? _____

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

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest? YES NO

If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application. _____

CHURCH ACTIVITY

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

***Letter of recommendation from your current spiritual leader is required.**

REFERENCES

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

Name	Address, Email, Telephone Number	Years Known

Non-Discrimination Statement

Christ Indianapolis United Methodist Church Inc. does not discriminate against job applicants or employees based on race, color, national origin, gender, disability, age, or veteran status.

Employment at Will

Employment with Christ Indianapolis United Methodist Church, Inc is "at will" and not by contract, express or implied. This means employment at Christ Indianapolis United Methodist Church, either you or Christ Indianapolis United Methodist 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. I 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 Christ Indianapolis United Methodist Church, Inc 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 because of such contact.

I understand that if offered a position with Christ Indianapolis United Methodist Church Preschool, I may be required to submit to a pre-employment criminal background check as a condition of employment. I understand that unsatisfactory results from or refusal to cooperate with will result in the withdrawal of 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

PRINTED NAME

GENERAL INFORMATION

Use THREE WORDS that describe your personality.

What importance do these three qualities play in working with young children? _____

What are your special skills, talents, and abilities that you could bring to this program? _____

What do you expect from supervisors? _____

What is your long-term professional goal? _____

Working with infants, and young children is a physically and emotionally demanding job. Can you meet the physical and emotional demands this job will require? Why or why not? _____

AUTOBIOGRAPHICAL STATEMENT

Write a brief statement about your current life and what brought you to the yearly childhood industry.

The information submitted on this application is accurate to the best of my knowledge. I understand that my application will be retained in current files for a period of one year.

SIGNATURE: _____ DATE: _____

CHRIST INDIANAPOLIS UNITED METHODIST CHURCH, INC
WEEKDAY MINISTRY

Christ Indianapolis United Methodist Church believes that the guidelines are basic beliefs with regards to our faith and the care, protection, and development of the children of our church programs and that they cannot be compromised in any way. Thank you for your interest in the children of our church. We believe that our children are one of God's greatest gifts to us and we take the privilege and responsibility of caring for them very seriously. It is our desire to provide them with a safe environment of love and acceptance where they can come to know more about God's love for us through His Son Jesus Christ. As a partner in this ministry, we ask you to covenant with us this goal to be in agreement with the following guidelines.

- I believe in God the Father, Jesus Christ His only Son, and the Holy Spirit
- I believe that God was the creator of heaven and earth.
- I know Jesus Christ as my personal Lord and Savior. I believe in the virgin birth, that Jesus came to earth willingly and He died on the cross so that my sins could be forgiven. I believe that He arose from the dead and is now with God the Father in heaven and will return someday.
- I believe the Bible is the true word of God and should be the basis for teaching.
- I want the children to know Jesus and to help prepare them for the time in their lives when they will make the decision to ask Him into their hearts.
- I will do my best to always instruct and encourage the children and allow them to share and ask questions.
- I will enjoy the children in our program and pray for them.
- I understand that there will be a Criminal Records background check done on me for my protection and the protection of the children. By submitting this application, I am stating that I am unaware of anything in my background that would make me an unsuitable employee.
- I understand that if I have a discipline problem I should consult with the Preschool Director. I understand that no form of corporal punishment or emotional humiliation is acceptable to control behavior.
- I will always keep the safety of the children first.

I, _____ hereby give permission to Christ United Methodist Church to make a thorough investigation through Single Source Services of my background and release from liability all persons, companies, or corporations supplying such information. I also release the church from any liability that might result from making such an investigation. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge. I also agree that I will not hold Christ United Methodist Church liable or accountable in any way if the decision is made now or at any future date not to accept my services in this Weekday Children's Ministry for whatever reasons they feel are valid. I understand that I have the right to review these reasons with the Preschool Director and this decision will not be bias or prejudice against me but will be for the welfare of the children.

Signature of Applicant: _____ Date: _____