



16400 HUEBNER RD, SAN ANTONIO TEXAS 78248

EMPLOYMENT APPLICATION

The United Methodist Church, Rio Texas Conference is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, Rio Texas Conference complies with applicable federal, state, and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. The Conference also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

PLEASE PRINT		Today's Date _____	
_____	_____	_____	_____
First Name	MI	Last Name	Preferred Name/Nickname
_____	_____	_____	_____
Street Address	Apt #	City / State / Zip	
_____	_____	_____	
Home / Cell Phone	Work Phone	E-Mail Address	
_____	_____	_____	

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION

Position applying for: _____

When are you able to start work? Date: _____

Are you interested in: _____ Full Time _____ Part Time _____ Temporary _____ Summer

Desired Pay: Hourly Pay: \$_____ (minimum) Annual Pay: \$_____ (minimum)

How did you hear about the position: _____ Ad _____ Internet _____ Friend _____ Other

Do you have any commitments to another employer that might affect your employment with us? _____ Yes _____ No

If yes, please explain: _____

What type of driver's license do you have? _____ Operators _____ Commercial (CDL)

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Rio Texas Conference, United Methodist Church will verify the status of every individual offered employment with the Conference. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you authorized to work in the United States? Yes No

Are you over 18 years of age? Yes No

Have you ever been convicted of a felony? Yes No

Within the last two years, have you been convicted of a misdemeanor which resulted in imprisonment?
 Yes No

If yes to either, please explain: *(Note: A conviction will not necessarily disqualify you for the job requested)*

SKILLS AND QUALIFICATIONS

Summarize any special skills and qualities that might qualify you as being able to perform job-related functions for the position for which you are applying for. ***(Feel free to attach a Resume)***

EDUCATION

Name & Address of School	Major Subject	Did you Graduate?	Type of Degree / Diploma
HIGH SCHOOL			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

WORK HISTORY
(MOST RECENT JOB FIRST)

	COMPANY NAME			YOUR POSITION & TITLE
FROM ____/____ Month Year	NO & STREET			SUPERVISOR'S NAME & TITLE
	CITY	STATE	ZIP CODE	SUPERVISOR'S PHONE NUMBER
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$
TO ____/____ Month Year	MAY WE CONTACT YOUR SUPERVISOR? ____ YES ____ NO		TERMINATION ____ Voluntary ____ Involuntary	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES			

	COMPANY NAME			YOUR POSITION & TITLE
FROM ____/____ Month Year	NO & STREET			SUPERVISOR'S NAME & TITLE
	CITY	STATE	ZIP CODE	SUPERVISOR'S PHONE NUMBER
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$
TO ____/____ Month Year	MAY WE CONTACT YOUR SUPERVISOR? ____ YES ____ NO		TERMINATION ____ Voluntary ____ Involuntary	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES			

WORK HISTORY

	COMPANY NAME			YOUR POSITION & TITLE
FROM ____/____ Month Year	NO & STREET			SUPERVISOR'S NAME & TITLE
	CITY	STATE	ZIP CODE	SUPERVISOR'S PHONE NUMBER
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$
TO ____/____ Month Year	MAY WE CONTACT YOUR SUPERVISOR? ____ YES ____ NO		TERMINATION ____ Voluntary ____ Involuntary	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES			

REFERENCES (OTHER THAN RELATIVES)

NAME	RELATIONSHIP	COMPANY	PHONE NUMBER

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to the Rio Texas Conference, United Methodist Church (Conference) for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the Conference to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination of that employment with the Conference.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Rio Texas Conference in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between the Conference and me, and that in the event I am hired, employment will be "at will" and either the Conference or I may terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Conference to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Conference's part. The Conference may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize the Conference and its agents to make an investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability re responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the Conference and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications. I you are selected, any employment with the United Methodist Río Texas Conference may be conditioned upon passing a background and drug screening.

Signature

Date