

Employment Application  
**Davis United Methodist Church**  
*An Equal Opportunity, At-Will Employer*

Thank you for your interest in the position. Please accurately complete & return via email to: [davisumc@davisumc.org](mailto:davisumc@davisumc.org); or post to: 1620 Anderson Road, Davis, CA 95616

**Name:** \_\_\_\_\_  
Last First Middle Initial Maiden or Other Name

**Present address:** \_\_\_\_\_

**Permanent address** (if different): \_\_\_\_\_

**How long at this address?** \_\_\_\_\_

**Telephone** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Interested in:**  Full time work  Part-time work  Temporary work

**When can you begin work?** \_\_\_\_\_

Please indicate the days/hours you are available to work:

M: \_\_\_\_\_ TU: \_\_\_\_\_ W: \_\_\_\_\_ TH: \_\_\_\_\_ F: \_\_\_\_\_ SAT: \_\_\_\_\_ SUN: \_\_\_\_\_

Are you able/willing to work some evenings and most weekends? **Yes/No\***

*If no, please explain:* \_\_\_\_\_

Are you able/willing to participate in occasional work-related travel work that requires overnight stay(s)? **Yes/No\***

*If no, please explain:* \_\_\_\_\_

Are there any restrictions regarding your employment (e.g. days/hours, special permit, etc)? **Yes\*/No**

*\*If yes, please state:* \_\_\_\_\_

To comply with employment laws, you will need to provide legally specified documents that establish your identity and your employment eligibility. Will you be able to provide this documentation? **Yes/No\***

*\*If no, please explain:* \_\_\_\_\_

Have you ever been convicted of a criminal offense—felony or misdemeanor? **Yes\*/No**

**\*If yes, explain number and date of conviction(s), nature of offense(s) leading to conviction(s), sentence(s) imposed, and type(s) of rehabilitation:** \_\_\_\_\_

\_\_\_\_\_

Are you willing to provide necessary information to DUMC for a background/criminal check? **Yes/No**

Do you hold a current driving license? **Yes/No**

Please indicate non-English languages & level of fluency: \_\_\_\_\_

**Military Service**

Have you ever been in the Armed Forces? **Yes\*/No**

**Technology/Software Proficiency**-Please identify the computer software and social media in which you are proficient, such as Word, Excel, WordPress, Constant Contact, and Twitter: \_\_\_\_\_

---

---

**Education**

High School: Address:

College, Trade or Professional School: Address: Number of Years Completed:  
Major, Degree & Date:

College, Trade or Professional School: Address: Number of Years Completed:  
Major, Degree & Date:

College, Trade or Professional School: Address: Number of Years Completed:  
Major, Degree & Date:

**Employment History:** Please start with your most recent employment. Briefly describe the main duties and responsibilities. If you wish to expand on specific areas of responsibility, please use an additional page.

**1. Current/most recent employer/organization**

**May we contact this employer for a reference: Yes/No**

Employer/Dept.: Supervisor Name:  
Address: Phone:  
Job Title: From: To: Last Salary/Pay:  
Brief description of duties:  
Reason for leaving/changing:

**2. Employer/organization**

**May we contact this employer for a reference: Yes/No**

Employer/Dept.: Supervisor Name:  
Address: Phone:  
Job Title: From: To: Last Salary/Pay:  
Brief description of duties:  
Reason for leaving/changing:

**3. Employer/organization**

**May we contact this employer for a reference: Yes/No**

Employer/Dept.: Supervisor Name:  
Address: Phone:  
Job Title: From: To: Last Salary/Pay:  
Brief description of duties:  
Reason for leaving/changing:

**4. Employer/organization**

**May we contact this employer for a reference: Yes/No**

Employer/Dept.: Supervisor Name:  
Address: Phone:  
Job Title: From: To: Last Salary/Pay:  
Brief description of duties:  
Reason for leaving/changing:

**Church History**

1. Church: Senior pastor:  
City/State:  
Years attended:

2. Church: Senior pastor:  
City/State:  
Years attended:

3. Church: Senior pastor:  
City/State:  
Years attended:

**References**

Please give name, address and position/occupation of three references you are affiliated with professionally who are not related to you. One must be a recent employer. **Do you want to be contacted before we communicate with the references? Yes / No**

1. Name: Position:  
Organization: Email:  
Address: Tel:  
Professional Relationship:

2. Name: Position:  
Organization: Email:  
Address: Tel:  
Professional Relationship:

3. Name: Position:  
Organization: Email:  
Address: Tel:  
Professional Relationship:

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I have personally completed this application and have not knowingly withheld any information that might adversely affect my chances for employment. The answers given by me are true and correct to the best of my knowledge.

\_\_\_\_\_ I agree that DUMC may thoroughly investigate my work record, education, and other matters related to my suitability for employment and allow the references I have listed to disclose any relevant information, to the extent as allowed by law.

\_\_\_\_\_ I understand that nothing contained in the application or conveyed during any interview is intended to create an employment contract between me and DUMC, as DUMC is an at-will employer.

---

Date Applicant's Signature (signature affirms all information listed in this application)

**A background check is required of all DUMC employees. Information necessary for a background check will be requested by DUMC when a job offer is made.**