

VIRGINIA BEACH UNITED METHODIST CHURCH  
212 Nineteenth Street, Virginia Beach, VA 23501  
Office (757) 428-7727 Fax (757) 428-1264 [jobs@vbumc.org](mailto:jobs@vbumc.org)

APPLICATION FOR EMPLOYMENT

Virginia Beach United Methodist Church is an equal opportunity employer and does not discriminate on the basis of race, color, age, sex, national origin, physical or mental disability, veteran status or any other classification of discrimination which is prohibited by federal law. Virginia Beach United Methodist Church will consider religion in making employment decisions only where an applicant's faith is a bona fide occupational qualification of the position.

Name \_\_\_\_\_ Date \_\_\_\_\_  
last first middle

Address \_\_\_\_\_  
number & street city state zip code

Phone Number \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Position Desired \_\_\_\_\_

\_\_\_\_\_ Full Time \_\_\_\_\_ Part Time If part time days/hours available \_\_\_\_\_

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you over 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If offered employment, you will be required to provide documentation to verify eligibility.)

---

Education: Please indicate your education or training which you believe qualifies you for the position you are seeking.

High School: Number of years completed (*circle one*) 1 2 3 4 Diploma: \_\_\_Yes \_\_\_No GED: \_\_\_Yes \_\_\_No

School: \_\_\_\_\_

College and/or Vocational School: Number of years completed (*circle one*) 1 2 3 4

School(s) \_\_\_\_\_

Address/City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees and/or Certificate Earned/Date \_\_\_\_\_

School(s) \_\_\_\_\_

Address/City/State \_\_\_\_\_

Course \_\_\_\_\_ Degrees and/or Certificate Earned/Date \_\_\_\_\_

Other Training or Degrees: First aid training?  Yes  No Date completed \_\_\_\_\_  
CPR training?  Yes  No Date completed \_\_\_\_\_

---

Professional Registration: (if applicable)  
State of Virginia License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Other State License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Record of Conviction:  
Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)?  
 Yes  No

If yes, please explain: \_\_\_\_\_  
(A conviction will not necessary automatically disqualify you for employment. Rather, such factors as age at the time of conviction, date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

---

Employment: List your employment for the last five years, last employer first, including U.S. Military Service.

May we contact your present employer?  Yes  No

If any employment was under a different name, indicate name: \_\_\_\_\_

Have you ever been employed by another United Methodist church?  Yes  No  
(If yes, please be sure to include this information under employment even if employed prior to the last five years.)

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Responsibilities/Duties \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Number of hours/week \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Responsibilities/Duties \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Number of hours/week \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Responsibilities/Duties \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Number of hours/week \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Occupational References  
(Other than supervisors previously listed)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

-----  
Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Personal References not related to you by blood or marriage. Please list people who have known you for at least three years.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Length of time reference known: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

-----  
Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Length of time reference known: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Virginia Beach United Methodist Church to verify their accuracy and to obtain reference information on my prior employment.

I hereby authorize all persons or entities to whom the Church makes inquiry with regard to my application for employment to provide such information to the Church, and I hereby release them from any liability to me for doing so. Furthermore, I waive any rights I have to confidentiality.

I hereby release the Church from any and all liability of whatever kind and nature which, at any time, could result from obtaining such information or making employment decisions based on the information. I understand that, if employed, falsified statements of any kind or omission of facts called for on this application shall be considered sufficient basis for dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Church. However, I further understand that neither the policies, rules, regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of any employment contract. I understand that any employment offered is for an indefinite duration and is at will. I further understand that either I or the Church may terminate my employment at any time with or without notice or cause.

I have read this certification and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

This application for employment is valid for 6 months.  
Consideration for employment after 6 months requires a new application.