

GENERAL APPLICATION FOR EMPLOYMENT

Oxford United Methodist Church
9739 Huebner Rd.
San Antonio, TX 78240

PERSONAL INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you 18 years or older?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Birthdate:	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	
May we contact you for another position?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

EMPLOYMENT INFORMATION	
Position Applying For:	Date You Can Start:
Salary Listed:	Salary Desired:
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, may we inquire of your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you previously applied to _____ church? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?	
Do you desire <input type="checkbox"/> Full-Time Or <input type="checkbox"/> Part-Time Work? Days and Hours Available:	

EDUCATION AND TRAINING			
High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
List any other relevant training, certifications or coursework (include missions):			
List computer languages, or software you are familiar with:			

List other job related qualifications and skills. Include computer experience skills with machines, typing, shorthand, etc.

Skills:

Empty space for listing skills.

MINISTRY EXPERIENCE

Please indicate any ministry experience (Indicate Role, Dates of Service and Locations Served):

Empty space for listing ministry experience.

JOB DESCRIPTION (IF ATTACHED TO APPLICATION)

Do you have the ability to perform the job functions listed in the job description? YES NO

Are you able to perform these tasks with our without any accommodation? WITH WITHOUT

PERSONAL RELATIONSHIP WITH JESUS CHRIST

We desire that all applicants feel comfortable in a Christian environment. All staff members participate in weekly prayer and Bible study and need to be comfortable with a lifestyle of prayer and worship that is integrated into day-to-day job functions. It is the policy of Oxford UM Church to utilize only staff members of like faith who subscribe without reservation to Oxford UM Church Statement of Faith and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions, as a result, the following information is requested as a bona fide occupation qualification. Please provide a brief statement about your personal relationship with Jesus Christ and how it began:

Empty space for personal relationship statement.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER	
I have read and subscribe without reservation to _____ Church Statement of Faith? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Church Presently Attending:	
City:	Pastor:
What is your present level of church involvement?	

IN CASE OF EMERGENCY NOTIFY:	
Name:	Phone:
<p>I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.</p> <p>I authorize investigation of all statements contained herein and the references listed above to give you and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.</p> <p>I understand and agree that, if hired, I am subject to the policies contained in <u>Oxford UM</u> Church's Handbook and a 90 day observation period. I further understand that this application is not a contract of employment, nor a legal document, and nothing contained herein creates a contract between <u>Oxford UM</u> Church and me.</p> <p>I consent to <u>Oxford UM</u> Church conducting a criminal records check, as long as the results are kept confidential. I authorize the appropriate law enforcement agency to release information pertaining to any record or file maintained on me and release said agency from any and all liability resulting from such disclosure.</p>	
Signature	Date