

# APPLICATION FOR EMPLOYEMENT

*Linglestown Life: A United Methodist Church*

1430 North Mountain Road  
Harrisburg, PA 17112-1217

Phone: 717-545-5200 FAX: 717-651-5038  
(type or print)

NAME \_\_\_\_\_  
Last First Mid. I.

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

CHURCH CURRENTLY ATTENDING \_\_\_\_\_

POSITION FOR WHICH YOU'RE APPLYING \_\_\_\_\_

DATE AVAILABLE TO START: \_\_\_\_\_

## EDUCATION

HIGH SCHOOL \_\_\_\_\_

COLLEGES \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ DEGREE \_\_\_\_\_

TECHNICAL SCHOOLS \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ DEGREES \_\_\_\_\_

GRADUATE SCHOOLS \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ DEGREES \_\_\_\_\_

OTHER TRAINING and/or QUALIFICATIONS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

*(Begin with your most recent to your least recent)*

EMPLOYER \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATES \_\_\_\_\_

EMPLOYER \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATES \_\_\_\_\_

EMPLOYER \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATES \_\_\_\_\_

EMPLOYER \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATES \_\_\_\_\_

**CHARACTER REFERENCES**

List the names and phone of individuals indicated below, including the length of time you've known each.

PASTOR'S NAME \_\_\_\_\_ Known \_\_\_\_\_  
 Church Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Church Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

CO-WORKER'S NAME \_\_\_\_\_ Known \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

FRIEND'S NAME \_\_\_\_\_ Known \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**YOUR CHRISTIAN FAITH**

List any past leadership positions you've held in the local church, including volunteer and paid.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any current leadership positions you hold in the local church, including volunteer and paid.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any past ministries in which you've been involved, both within and beyond the local church.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any current ministries in which you're involved, both within and beyond the local church.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Briefly describe your relationship with Jesus Christ.

**MISCELLANEOUS INFORMATION**

List the names and phone numbers of any volunteer organizations to which you currently belong, or have during the past five years. Include any leadership positions you've held.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any professional organizations in which you hold membership, indicating the length of time you've been a member.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Since reaching age 18, have you been convicted of a crime that has not been annulled, expunged or sealed by a court (including, but not limited to, summary offenses, misdemeanors or felonies)?  
\_\_\_ Yes \_\_\_ No.

If "Yes", please describe the convictions in full detail on a separate sheet, including date(s), location(s) and the nature or type of offense(s). *[Please note that a conviction will not automatically result in your disqualification from employment. Convictions will be considered only to the extent they relate to the job for which you have applied. However, failure to disclose a conviction and/or mischaracterization of a conviction will automatically result in your ineligibility for employment and/or your termination of employment (even if the conviction would not have barred your employment had it been properly disclosed).]*

\_\_\_\_\_  
signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
date

### Covenant of Confidentiality

*Linglestown Life* UMC accepts the Scriptures of both the Old and New Testaments as verbally inspired of God and the revelation of God to man, the infallible authoritative rule of faith and conduct. Further, the Scriptures forbid the spreading of gossip, slander, and the betrayal of confidences. (Prov. 6:1-2, 11:13, 13:3, and 29:20; Eph. 4:29; and Matt. 12:36) I agree to maintain the confidentiality of all communications or the content of any document made or presented in the course of my duties regarding any clergy, lay minister, or individual member, or other person, and further not to disclose any of said communications or the contents of any said documents.

1. Much of the information and work products in the *Linglestown Life* workplace to which you will have access in the course of your duties are sensitive and/or confidential. Confidential matters are not to be discussed with anyone, either in or outside of the workplace, unless there is a job-related reason for the discussion that has prior approval of your supervisor. Examples of such materials are:
  - a. Information about specific parishioners. Information that is sensitive includes, but is certainly not limited to information relating to counseling, nature of contributions....
  - b. Personnel matters involving *Linglestown Life* staff or others.
  - c. Other materials, whether written or verbal, that have been specifically identified as confidential.
  
2. If such information, as described above is overheard or, in any other way, comes into your knowledge or possession, except as an assignment, it is not to be discussed further.
  
3. IN CASE OF ANY DOUBT ABOUT WHETHER IT IS APPROPRIATE TO DISCUSS A MATTER WITH SOMEONE OR OTHERWISE TO DISCLOSE INFORMATION, ASK YOUR SUPERVISOR.

Your signature below establishes that you have read the confidentiality requirements and have discussed concerns/questions with your supervisor. Further, you agree to maintain the confidentiality of information and work product both during and after your employment with *Linglestown Life*, in the event you leave *Linglestown Life*.

Thank you in advance for you cooperation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date