



1008 19<sup>th</sup> Ave S  
Nashville, TN 37212-2126  
(615) 340-7500 office

PLEASE PRINT (answer all questions even if attaching a resume)

In compliance with the Federal and State employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or disability.

Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Home Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
(area code) (area code)

Email \_\_\_\_\_

Are you known to schools/references by another name?  Yes  No If yes, by what name: \_\_\_\_\_

Check if applicable: Clergy \_\_\_\_ Lay \_\_\_\_ Annual Conference Affiliation \_\_\_\_\_

Referral Source: Advertisement Professional Colleague Relative Other \_\_\_\_\_

Are you available to work?  Full Time  Part Time  Temporary

Have you been employed here before?  Yes  No If yes, give dates: \_\_\_\_\_

Do you have authorization by the Immigration & Naturalization Service to accept employment in the United States?  Yes  No

Do any of your relatives work here?  Yes  No If yes, list name(s) \_\_\_\_\_

Have you been convicted of a felony?  Yes  No  
(Conviction will not necessarily disqualify applicant from employment.)

Is there a felony charge pending?  Yes  No  
If yes, please explain: \_\_\_\_\_

Can you travel if the position requires it?  Yes  No

Position(s) applied for \_\_\_\_\_

**Training and/or experience as indicated below:**

	TRNG.	EXP.		TRNG.	EXP.
Word Perfect			Supervision		
Microsoft Windows			Typing		
Microsoft Word for Windows			Data Entry		
Microsoft Excel			Switchboard		
Microsoft Access			Host/Hostess Guide		
Power Point			Marketing and Production		
Macintosh			Publishing		
QuarkXPress			Electronic Publishing		
HTML			Electrical Maintenance		
Accounting			HVAC & Heating		
Bookkeeping			General Maintenance		
Writing and Editing			Human Resources		
Other					
<b>Describe other specialized training, apprenticeship, experience, and/or skills.</b>					
<b>What professional writing have you done? Anything published?</b>					
<b>Professional and/or service organizations in which you are active, including offices held.</b>					

**If job related, what other languages do you speak, read and/or write fluently?**

	GOOD	FAIR	POOR
SPEAK			
READ			
WRITE			

## EMPLOYMENT EXPERIENCE

PLEASE COMPLETE ALL INFORMATION requested below even if a resume is enclosed. List each job held. Start with your present job. Include military service and volunteer activities.

1.	Employer	Address		City, State, Zip Code	
	Phone (     )	Dates Employed (Month and Year) From                      To		Beginning Salary \$	Ending Salary \$
	Title		Manager / Supervisor		
	Duties You Performed				
	Reason For Leaving				
2.	Employer	Address		City, State, Zip Code	
	Phone (     )	Dates Employed (Month and Year) From                      To		Beginning Salary \$	Ending Salary \$
	Title		Manager / Supervisor		
	Duties You Performed				
	Reason For Leaving				
3.	Employer	Address		City, State, Zip Code	
	Phone (     )	Dates Employed (Month and Year) From                      To		Beginning Salary \$	Ending Salary \$
	Title		Manager / Supervisor		
	Duties You Performed				
	Reason For Leaving				
4.	Employer	Address		City, State, Zip Code	
	Phone (     )	Dates Employed (Month and Year) From                      To		Beginning Salary \$	Ending Salary \$
	Title		Manager / Supervisor		
	Duties You Performed				
	Reason For Leaving				

Please list any jobs you have held in the last 5 years that are not included above on a separate sheet.

May we contact your present employer?    Yes     No

**EDUCATION**

	High School	College/ University	Graduate/ Professional
Years Completed (circle)	10 11 12	1 2 3 4	1 2 3 4
School Name			
City, State			
Diploma/Degree			
Describe Course of Study			

**REFERENCES: Give name, professional relationship, address, and phone numbers of three references not related to you:**

Name	Address	Phone Number	
		Home	Business
1. Manager / Supervisor			
2. Business Associate			
3. Character			
4. If clergy indicate Bishop and District Superintendent:			
Bishop _____		Phone: _____	
District Superintendent _____		Phone: _____	

**AGREEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of the General Board of Discipleship.

I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date