



Wesley Foundation Administrator Employment Application

APPLICANT INFORMATION

Name (Last) _____ (First) _____ (Middle) _____ Date _____

Address _____ City _____ State _____ ZIP Code _____

Telephone _____ Cell Phone _____ E-Mail Address _____

Do you currently attend church on a regular basis? Yes No Church Name _____

Church Phone _____ Name of Pastor _____

Please submit resume with application.

Date Available to Begin _____

If hired, can you provide evidence that you are authorized **and** of legal age to work in the United States? Yes No

In Case of Emergency Notify _____ Telephone _____

Name of Nearest Relative _____ Telephone _____

EDUCATION

<i>TYPE</i>	<i>SCHOOL NAME/ LOCATION</i>	<i>COURSE OF STUDY</i>	<i>NO. YEARS ATTENDED</i>	<i>DEGREE/ DIPLOMA</i>
HIGH SCHOOL		XXXXXXXXXXXXXX		
BUSINESS/TECHNICAL				
COLLEGE				
GRADUATE				
OTHER				

EMPLOYERS

(List all jobs and contracts held by you during the past five continuous years.)

CURRENT EMPLOYER

Company Name _____ Telephone _____

Address _____ City _____ State _____ ZIP Code _____

Position Held _____ From _____ To _____ Starting/Ending Salary _____

Reason for Leaving _____ Supervisor _____

PREVIOUS EMPLOYER

Company Name _____ Telephone _____

Address _____ City _____ State _____ ZIP Code _____

Position Held _____ From _____ To _____ Starting/Ending Salary _____

Reason for Leaving _____ Supervisor _____

PREVIOUS EMPLOYER

Company Name _____ Telephone _____

Address _____ City _____ State _____ ZIP Code _____

Position Held _____ From _____ To _____ Starting/Ending Salary _____

Reason for Leaving _____ Supervisor _____

PREVIOUS EMPLOYER

Company Name _____ Telephone _____

Address _____ City _____ State _____ ZIP Code _____

Position Held _____ From _____ To _____ Starting/Ending Salary _____

Reason for Leaving _____ Supervisor _____

MILITARY STATUS

Have You Served in the U.S. Armed Services? _____ Yes _____ No

Branch _____ Start Date _____ End Date _____

Rank/Rate at Discharge _____ Type of Service _____ Type of Discharge _____

Special Training/Experience Received in the U.S. Armed Services _____ Draft Status _____ Reserve Status _____

CRIMINAL HISTORYHave you ever been *convicted* of a criminal offense? Check One: _____ Yes _____ No

Do you currently have any criminal actions pending in which you are the Defendant? Check One: _____ Yes _____ No

Are you currently on probation or parole? Check One: _____ Yes _____ No

If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred.

PROFESSIONAL OR PERSONAL REFERENCES:

Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship

APPLICANT STATEMENT

I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that this employment application does not constitute an offer for employment and is not valid without my signature.

I authorize the Wesley Foundation to obtain information from references, employers and churches listed above. I also authorize any references, churches, or other organizations or employers listed in this application to give any information, including opinions, that they may have regarding my character and fitness for the job for which I am applying. I waive the right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I have carefully read the foregoing release and know the contents. I sign this release as my own free act. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired.

In the event I am employed, I understand that all employees are subject to termination at the discretion of the Wesley Foundation. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time. If I choose to give proper notice of termination, the Wesley Foundation may either permit me to continue my employment during all or part of the notice period or may accept my resignation immediately.

I understand that, in the event that I am employed by the Wesley Foundation, my compensation, hours of service and all other term and conditions of employment are subject to modification or change by the Wesley Foundation at its discretion.

I authorize the Wesley Foundation to supply my employment record, in whole or in part, and in confidence, to any prospective or future employer, governmental agency, or other party, with a legal and proper interest therein.

Signature of Applicant _____ Date _____

Printed Name of Applicant _____