

BETHEL COLLEGE MENNONITE CHURCH
APPLICATION FOR EMPLOYMENT
2600 College Ave., North Newton, KS 67117
office@bethelcollegemennonitechurch.org

Date of application _____

Name _____
(last) (first) (middle)

Address _____

How long have you lived at this address? _____ Phone _____

Position applied for _____ Date you are available _____

EDUCATION (schools attended, relevant courses taken, degrees earned, dates of completion)

PREVIOUS WORK EXPERIENCE: List your previous employers from the past five years. Include the job title, a description of duties and responsibilities, name and address of employer, name of your immediate supervisor, dates you were employed.

VOLUNTEER EXPERIENCE: List any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, address and phone number of the organization, and dates of your volunteer service.

PROFESSIONAL ORGANIZATIONS: (in which you have membership)

REFERENCES: List three individuals who are not related to you as family members:

Name: _____

Address: _____

Daytime phone: _____ Evening phone: _____ Email _____

Length of time you have known reference _____

Relationship to you _____

Name: _____

Address: _____

Daytime phone: _____ Evening phone: _____ Email _____

Length of time you have known reference _____

Relationship to you _____

Name: _____

Address: _____

Daytime phone: _____ Evening phone: _____ Email _____

Length of time you have known reference _____

Relationship to you _____

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)? _____ If yes, please explain:

WAIVER AND CONSENT

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize Bethel College Mennonite Church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a background check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to provide whatever information they may have regarding my character and fitness for the job for which I have applied.

In the event that my application is accepted and I become employed by Bethel College Mennonite Church, I agree to abide by and be bound by the policies of Bethel College Mennonite Church and to refrain from inappropriate conduct in the performance of my duties on behalf of Bethel College Mennonite Church.

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

Signature of applicant

Date