

EMPLOYMENT APPLICATION
FREE METHODIST WORLD MINISTRIES CENTER
FREE METHODIST CHURCH OF NORTH AMERICA

770 N High School Rd, Indianapolis, IN 46214
P.O. Box 535002, Indianapolis, IN 46253-5002
Phone: (317)244-3660 or Toll-Free (800) 342-5531 Fax: (317) 244-1503
Email: hrdept@fmcna.org Website: <http://hr.freemethodistchurch.org>

PERSONAL INFORMATION

DATE

NAME (Last) (First) (Middle) SOC.SEC.NO. BIRTHDATE (if under 18)

PRESENT ADDRESS (Street, City, State, Zip Code)

()

AREA CODE & PHONE NUMBER

EMAIL ADDRESS

CHURCH AFFILIATION:

IN AN EMERGENCY NOTIFY:

()

NAME RELATIONSHIP AREA CODE & PHONE NUMBER

GENERAL INFORMATION

TYPE OF POSITION DESIRED MINIMUM ACCEPTABLE WAGE DATE AVAILABLE
PLEASE CIRCLE (HOUR, MONTH, YEAR)

ARE YOU SEEKING REGULAR FULL-TIME? ___ YES ___ NO
IF NO, PLEASE SPECIFY ANTICIPATED PERIOD OF WORK OR NUMBER OF HOURS PER DAY.

HOW WERE YOU REFERRED TO THE FREE METHODIST WORLD MINISTRIES CENTER?

HAVE YOU WORKED HERE PREVIOUSLY? ___ YES ___ NO
IF YES, INDICATE WHEN, DEPARTMENT, AND POSITION.

DID YOU SERVE IN THE US ARMED FORCES? ___ YES ___ NO
IF YES, GIVE DATES, TYPE OF DISCHARGE, AND ANY TRAINING RECEIVED.

HAVE YOU BEEN BONDED? ___ YES ___ NO
IF YES, FOR WHAT POSITION? IF DENIED, WHEN AND WHY?

DO YOU HAVE RELATIVES EMPLOYED HERE? ___ YES ___ NO
IF YES, GIVE NAMES, DEPARTMENT, AND RELATIONSHIP.

HAVE YOU BEEN CONVICTED OF A CRIME (EXCLUDING MISDEMEANORS AND TRAFFIC OFFENSES)? ___ YES ___ NO
IF YES, DESCRIBE (a conviction does not necessarily disqualify an applicant for the position being applied for):

EMPLOYMENT RECORD

LIST MOST RECENT EMPLOYMENT FIRST. INCLUDE PERIODS OF UNEMPLOYMENT, MILITARY SERVICE, ETC.

MAY WE CONTACT EMPLOYER? ___YES ___NO			
EMPLOYER	DATE EMPLOYED	STARTING SALARY	POSITION
ADDRESS	DATE LEFT	ENDING SALARY	POSITION
()			
AREA CODE & PHONE NUMBER	SUPERVISOR'S NAME		REASON FOR LEAVING
POSITION DESCRIPTION			

MAY WE CONTACT EMPLOYER? ___YES ___NO			
EMPLOYER	DATE EMPLOYED	STARTING SALARY	POSITION
ADDRESS	DATE LEFT	ENDING SALARY	POSITION
()			
AREA CODE & PHONE NUMBER	SUPERVISOR'S NAME		REASON FOR LEAVING
POSITION DESCRIPTION			

MAY WE CONTACT EMPLOYER? ___YES ___NO			
EMPLOYER	DATE EMPLOYED	STARTING SALARY	POSITION
ADDRESS	DATE LEFT	ENDING SALARY	POSITION
()			
AREA CODE & PHONE NUMBER	SUPERVISOR'S NAME		REASON FOR LEAVING
POSITION DESCRIPTION			

MAY WE CONTACT EMPLOYER? ___YES ___NO			
EMPLOYER	DATE EMPLOYED	STARTING SALARY	POSITION
ADDRESS	DATE LEFT	ENDING SALARY	POSITION
()			
AREA CODE & PHONE NUMBER	SUPERVISOR'S NAME		REASON FOR LEAVING
POSITION DESCRIPTION			

PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, HONORS, CERTIFICATES, YOU CONSIDER SIGNIFICANT:

EXPERIENCE INFORMATION

PLEASE CHECK ANY AREAS IN WHICH YOU HAVE EXPERIENCE.

<input type="checkbox"/> TYPING (____WPM)	<input type="checkbox"/> PROOFREADING	<input type="checkbox"/> SECURITY
<input type="checkbox"/> DICTATION TRANSCRIPTION	<input type="checkbox"/> EDITING/WRITING	<input type="checkbox"/> POSTAGE METER
<input type="checkbox"/> CALCULATOR	<input type="checkbox"/> COPY-EDITING	<input type="checkbox"/> UPS/RPS/FED-EX PROCESSING
<input type="checkbox"/> ACCOUNTING/BOOKKEEPING	<input type="checkbox"/> PHOTOGRAPHY	<input type="checkbox"/> FORKLIFT
<input type="checkbox"/> CORRESPONDENCE	<input type="checkbox"/> MARKETING	<input type="checkbox"/> FLOOR JACK
<input type="checkbox"/> SWITCHBOARD	<input type="checkbox"/> MULTIMEDIA/VIDEO EDITING	<input type="checkbox"/> MAIL SORTING
<input type="checkbox"/> RECEPTIONIST	<input type="checkbox"/> GRAPHICS	<input type="checkbox"/> INVENTORY CONTROL
<input type="checkbox"/> COMPUTER*	<input type="checkbox"/> WEB DESIGN	<input type="checkbox"/> PACKING
<input type="checkbox"/> NETWORK ADMINISTRATION	<input type="checkbox"/> CARPENTRY	<input type="checkbox"/> OTHER
<input type="checkbox"/> TECHNICAL SUPPORT	<input type="checkbox"/> ELECTRICAL	_____
<input type="checkbox"/> DATA ENTRY	<input type="checkbox"/> PLUMBING	
<input type="checkbox"/> DESKTOP PUBLISHING	<input type="checkbox"/> GARDENING	
<input type="checkbox"/> SPREADSHEETS		
<input type="checkbox"/> WORD PROCESSING		

*PLEASE LIST ANY SOFTWARE YOU HAVE EXPERIENCE WITH:

EDUCATION AND TRAINING

NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?
HIGH SCHOOL			
COLLEGE	MAJOR:		
	DEGREE:		
OTHER			

LIST ACADEMIC HONORS, AWARDS, SCHOLARSHIPS, ETC., YOU CONSIDER SIGNIFICANT TO EMPLOYMENT HERE.

WHAT FOREIGN LANGUAGE (S) DO YOU SPEAK, READ AND/OR WRITE WHICH YOU CONSIDER SIGNIFICANT TO EMPLOYMENT HERE.

LIST SPECIAL SKILLS, TRAINING, HOBBIES, OR AVOCATIONS THAT MIGHT BE RELEVANT TO EMPLOYMENT HERE.

REFERENCES

PLEASE LIST THREE PERSONS, OTHER THAN RELATIVES OR PERSONAL FRIENDS, WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE.

NAME AND RELATIONSHIP	MAILING ADDRESS	PHONE NUMBER AND EMAIL ADDRESS
		() EMAIL:
		() EMAIL:
		() EMAIL:

IS THERE ANY INFORMATION WE WOULD NEED ABOUT YOUR NAME OR USE OF ANOTHER NAME FOR US TO BE ABLE TO CHECK YOUR WORK RECORD? ____YES ____NO IF YES, PLEASE SPECIFY:

HOW DO YOU (OR COULD YOU) VIEW THIS JOB AS A MINISTRY?

WHAT IS YOUR PERSONAL TESTIMONY OR STATEMENT OF FAITH?

THE FREE METHODIST WORLD MINISTRIES CENTER IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH STATE AND FEDERAL REQUIREMENTS CONCERNING EMPLOYMENT OF HANDICAPPED PERSONS AND PERSONS OF ANY RACE, COLOR, NATIONAL ORIGIN, GENDER, OR AGE.

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, FINANCIAL, OR MEDICAL HISTORY 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.

FURTHER, I AM IN AGREEMENT WITH THE STATEMENT OF FAITH OF THE FREE METHODIST CHURCH OF NORTH AMERICA AND IF EMPLOYED WILL WORK COOPERATIVELY TO HELP FULFILL THE MISSION OF THE FREE METHODIST CHURCH AND WORLD MINISTRIES CENTER (BELOW).

SIGNATURE

DATE

STATEMENT OF FAITH

WE BELIEVE THE BIBLE IS GOD'S WRITTEN WORD, UNIQUELY INSPIRED BY THE HOLY SPIRIT. IT BEARS UNERRING WITNESS TO JESUS CHRIST, THE LIVING WORD. THE BIBLE HAS AUTHORITY OVER ALL HUMAN LIFE.

WE BELIEVE THAT THERE IS ONE GOD, ETERNALLY EXISTENT IN THREE PERSONS: FATHER, SON, AND HOLY SPIRIT.

WE BELIEVE IN THE DEITY OF OUR LORD JESUS CHRIST, IN HIS VIRGIN BIRTH, IN HIS SINLESS LIFE, IN HIS MIRACLES, IN HIS VICARIOUS AND ATONING DEATH THROUGH HIS SHED BLOOD, IN HIS BODILY RESURRECTION, IN HIS ASCENSION TO THE RIGHT HAND OF THE FATHER AND IN HIS PERSONAL RETURN IN POWER AND GLORY.

WE BELIEVE IN THE PRESENT MINISTRY OF THE HOLY SPIRIT BY WHOSE INDWELLING THE CHRISTIAN IS ENABLED TO LIVE A GODLY LIFE.

WE BELIEVE IN THE RESURRECTION OF BOTH THE SAVED AND THE LOST; THEY THAT ARE SAVED UNTO THE RESURRECTION OF LIFE AND THEY THAT ARE LOST UNTO THE RESURRECTION OF DAMNATION.

WE BELIEVE IN THE SPIRITUAL UNITY OF BELIEVERS IN OUR LORD JESUS CHRIST.

MISSION STATEMENT – FREE METHODIST CHURCH OF NORTH AMERICA

THE MISSION OF THE FREE METHODIST CHURCH IS TO MAKE KNOWN TO ALL PEOPLE EVERYWHERE GOD'S CALL TO WHOLENESS THROUGH FORGIVENESS AND HOLINESS IN JESUS CHRIST, AND TO INVITE INTO MEMBERSHIP AND TO EQUIP FOR MINISTRY ALL WHO RESPOND IN FAITH.

MISSION STATEMENT – FREE METHODIST WORLD MINISTRIES CENTER

THE MISSION OF THE FREE METHODIST WORLD MINISTRIES CENTER IS TO PROVIDE VISION, LEADERSHIP, SERVICE, AND RESOURCES WHICH FACILITATE LOCAL CONGREGATIONS IN FULFILLING THE MISSION OF THE FREE METHODIST CHURCH IN THEIR COMMUNITIES, ANNUAL CONFERENCES, AND AROUND THE WORLD.