

TWMC APPLICATION FOR EMPLOYMENT PRE-EMPLOYMENT QUESTIONNAIRE

All questions must be answered completely with or without a resume.

Applicant Information

Position Applied For: _____

Are you employed now? Yes () No () Are you 18 years of age or older? Yes () No ()

Date you can start: _____ Salary Desired: _____

Last Name: _____ First Name: _____

Social Security Number: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Email Address: _____

Are members of your household or relatives currently employed by TWMC? Yes () No () If yes provide :

Name: _____	Relationship: _____	Position: _____
Name: _____	Relationship: _____	Position: _____

If hired, can you provide proof that you are legally entitled to work in the United States? Yes () No ()

Church Background

Do you currently attend or are you a member of TWMC? Attend Only Since _____ Member Since _____

If the above answer is NO what church are you attending? _____

Are you a volunteer at TWMC? Yes () No () If yes, what ministry? _____

Are you a volunteer at another church? Yes () No () If yes, what ministry? _____

Education	Name/Location of School	Year of Graduation	Degree Received
High School			
College			
Vocational/Trade School			
Other (Highest Degree Attained)			



Skills & Qualifications

COMPUTER & OFFICE SKILLS

Please indicate programs and skill levels

OFFICE SKILLS

☐ Filing ☐ Data Entry ☐ 10 Key Sight/Touch ☐ Switchboard ☐ Typing_____WPM

ACCOUNTING

☐ A/P ☐ A/R ☐ General Ledger ☐ Financial & Cash Flow Statements ☐ Money Counting

FACILITIES

☐ Electrical ☐ Painting ☐ Carpentry ☐ Plumbing

☐ Commercial building experience – How many years? _____ In what Capacity? _____

☐ Handyman skills: _____

☐ Certifications: _____

COMMUNICATION & MEDIA Describe degrees, certification, special training and skill:

FOREIGN LANGUAGES

Read, Speak and/or Write: _____



EMPLOYMENT HISTORY - Please List From Most Recent

Employer Name: _____ **Position:** _____

City/State: _____ **Dates Employed:** _____ to _____

Starting Wage (Hourly/Salary) _____ **Final:** _____

Supervisor's Name & Position: _____ **Phone #:** _____

Permission to call: Yes () No ()

Job Title & Duties: _____

Reason for Leaving: _____

Employer Name: _____ **Position:** _____

City/State: _____ **Dates Employed:** _____ to _____

Starting Wage (Hourly/Salary) _____ **Final:** _____

Supervisor's Name & Position: _____ **Phone #:** _____

Permission to call: Yes () No ()

Job Title & Duties: _____

Reason for Leaving: _____

Employer Name: _____ **Position:** _____

City/State: _____ **Dates Employed:** _____ to _____

Starting Wage (Hourly/Salary) _____ **Final:** _____

Supervisor's Name & Position: _____ **Phone #:** _____

Permission to call: Yes () No ()

Job Title & Duties: _____

Reason for Leaving: _____

REFERENCES – Please List 3

Name	Phone Number	Address	Years Known

EQUAL OPPORTUNITY EMPLOYER

TWMC is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability or any other category protected by Federal, State, or local law. As a religious organization, the Civil Rights Act of 1964 exempts TWMC against religious discrimination in employment on the basis of religion.



Standards of Conduct

Applicants employed by TWMC will be expected to understand, respect and support the mission of the Church and abide by its rules and policies.

Our Mission Statement:

is to win people to Jesus Christ; disciple them in faith and help those in need.

Our Beliefs

"In essential beliefs we have unity, in non-essential beliefs we have liberty, and in all beliefs we have charity."

- John Wesley, Founder to the Methodist movement

About the Kind of Life We Are Called To Live

Though we are not made right with God by our own goodness, "good works" are not optional for the Christian life. When we give our lives to Christ, it is expected that we will grow towards loving God with all our being and our neighbors as ourselves.

Authorization

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by TWMC. I understand that any employment is conditioned on a background check. I authorize TWMC to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to TWMC, without giving me prior notice of such disclosure. In addition, I release TWMC, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon TWMC unless made in writing. I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, at my option or that of TWMC. If I am offered employment, I agree to submit to a medical examination and drug test before starting work if so requested by TWMC. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by TWMC and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to TWMC the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test; and if I am hired, a condition of my employment will be that I abide by TWMC's drug and alcohol policy. I understand that filling out this form does not indicate there is a position open and does not obligate TWMC to hire me. If hired, I agree to abide by all of the TWMC work rules, policies and procedures. TWMC retains the right to revise its policies or procedures, in whole or part, at any time.

I HAVE READ AND UNDERSTAND THE STANDARDS OF CONDUCT AND AUTHORIZATION SECTIONS.

SIGNATURE

DATE