

EMPLOYMENT APPLICATION
FREE METHODIST WORLD MINISTRIES CENTER
FREE METHODIST CHURCH - USA

770 N High School Rd, Indianapolis, IN 46214

Phone: (317)244-3660 or Toll-Free (800) 342-5531 Fax: (317) 244-1503

Email: hrdept@fmcusa.org Website: <http://fmcusa.org/hr>

PERSONAL INFORMATION

DATE

NAME (Last) (First) (Middle) 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, 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
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AREA CODE & PHONE NUMBER	SUPERVISOR'S NAME		REASON FOR LEAVING
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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"/> MANAGEMENT | <input type="checkbox"/> RESEARCH | <input type="checkbox"/> FACILITY/VENUE MANAGEMENT |
| <input type="checkbox"/> SUPERVISION | <input type="checkbox"/> MARKETING | <input type="checkbox"/> CARPENTRY |
| <input type="checkbox"/> ESTABLISHING PROCEDURES | <input type="checkbox"/> EDITING/WRITING | <input type="checkbox"/> ELECTRICAL |
| <input type="checkbox"/> COMMUNICATION | <input type="checkbox"/> GRANT WRITING | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> PROBLEM SOLVING | <input type="checkbox"/> PHOTOGRAPHY | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> TRAINING OTHERS | <input type="checkbox"/> MULTIMEDIA/VIDEO EDITING | <input type="checkbox"/> SECURITY |
| <input type="checkbox"/> ACCOUNTING (CPA? YES NO) | <input type="checkbox"/> GRAPHICS | <input type="checkbox"/> LANDSCAPE MAINTENANCE |
| <input type="checkbox"/> CONTACT MANAGEMENT | <input type="checkbox"/> DESKTOP PUBLISHING | <input type="checkbox"/> PACKING/MAILING/SHIPPING |
| <input type="checkbox"/> DATA ENTRY | <input type="checkbox"/> WEB DESIGN | <input type="checkbox"/> FORKLIFT (CERTIFIED? YES NO) |
| <input type="checkbox"/> SPREADSHEETS | <input type="checkbox"/> NETWORK ADMINISTRATION | <input type="checkbox"/> FLOOR JACK |
| <input type="checkbox"/> WORD PROCESSING | <input type="checkbox"/> TECHNICAL SUPPORT | <input type="checkbox"/> INVENTORY CONTROL |

PLEASE LIST ANY ADDITIONAL EXPERIENCE OR SKILLS:

*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.

PROFESSIONAL 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 EMAIL ADDRESS
		() EMAIL:
		() EMAIL:
		() EMAIL:

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? ____YES ____NO

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 - USA AND IF EMPLOYED WILL WORK COOPERATIVELY TO HELP FULFILL THE MISSION OF THE FREE METHODIST CHURCH AND WORLD MINISTRIES CENTER AND DO LIVE IN HARMONY WITH THE BOOK OF DISCIPLINE OF THE FREE METHODIST CHURCH – USA. see ([Book of Discipline \(Pages 14-15\)](#)).

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 SAVE 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 – USA

LOVE GOD, LOVE PEOPLE AND MAKE DISCIPLES.

MISSION STATEMENT – FREE METHODIST WORLD MINISTRIES CENTER

PROVIDE LEADERSHIP, SERVICES AND RESOURCES TO FULFILL THE MISSION OF THE FREE METHODIST CHURCH.