

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
PLEASE CIRCLE (HOUR, MONTH, YEAR)

DATE AVAILABLE

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.

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):

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"/> MANAGEMENT	<input type="checkbox"/> RESEARCH/MARKETING	<input type="checkbox"/> PACKING/MAILING/SHIPPING
<input type="checkbox"/> SUPERVISION/TRAINING OTHERS	<input type="checkbox"/> GRANT WRITING	<input type="checkbox"/> INVENTORY CONTROL
<input type="checkbox"/> COMMUNICATION	<input type="checkbox"/> EDITING/WRITING	<input type="checkbox"/> NETWORK ADMINISTRATION
<input type="checkbox"/> COMMUNICATION	<input type="checkbox"/> PHOTOGRAPHY	<input type="checkbox"/> TECHNICAL SUPPORT
<input type="checkbox"/> ACCOUNTING (CPA? YES NO)	<input type="checkbox"/> MULTIMEDIA/VIDEO EDITING	<input type="checkbox"/> DESKTOP PUBLISHING
<input type="checkbox"/> CONTACT/DATA MANAGEMENT	<input type="checkbox"/> GRAPHICS	<input type="checkbox"/> WEB DESIGN
<input type="checkbox"/> SPREADSHEETS	<input type="checkbox"/> CONTACT/DATA MANAGEMENT	<input type="checkbox"/> SPREADSHEETS

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.

LIST SPECIAL SKILLS, LANGUAGES SPOKEN, 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:

FAITH INFORMATION

ARE YOU CURRENTLY A MEMBER OF ANY CHURCH? ___ YES ___ NO IF YES, PLEASE PROVIDE NAME AND ADDRESS.

DO YOU ATTEND CHURCH REGULARLY? ___ YES ___ NO
COMMENTS:

HAVE YOU MADE A PERSONAL COMMITMENT TO AND DO YOU HAVE A PRESENT RELATIONSHIP WITH JESUS CHRIST?
___ YES ___ NO
COMMENTS:

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

WHAT IS YOUR PERSONAL TESTIMONY OR STATEMENT OF FAITH?

BELIEFS AND MORALS

DO YOU AGREE WITH OR HAVE RESPECT FOR THE FREE METHODIST CHURCH'S 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.

YES NO *IF NO, OR YES WITH RESERVATIONS, EXPLAIN ON A SEPARATE PAGE.*

THE FREE METHODIST CHURCH REQUIRES THAT ALL OF ITS EMPLOYEES ABIDE BY A CHRISTIAN AND MORAL CODE OF CONDUCT. DO YOU AGREE WITH AND WILL YOU CONDUCT YOUR LIFE IN ACCORD WITH THE FOLLOWING STATEMENTS WHICH REFLECT THE CHURCH'S POSITION REGARDING MORAL BEHAVIOR?

A. SUBSTANCE ABUSE

Excerpts from ¶3213: As Christians we believe that life is full, abundant and free in Jesus Christ (John 8:35; 10:10). Therefore, we abstain from whatever damages, destroys or distorts His life in us. We avoid the use of illicit drugs. We advocate abstinence from alcohol, marijuana, and tobacco. We guard against the indiscriminate use of prescription and over-the-counter drugs. We endeavor by God's help to be understanding and supportive toward those who have abused or are currently misusing substances. We acknowledge that the misuse of substances is understood as a disease that harms the body, mind and spirit, causing physical, emotional and spiritual difficulty.

AGREE DISAGREE

COMMENTS:

B. PORNOGRAPHY

Excerpts from ¶3214: The use of pornography is a vicarious participation in sexual immorality. Such participation includes viewing, listening to, or purposefully imagining others engaged in sexual activities. Human sexuality is a gift from God which is debased and damaged by pornography.

AGREE DISAGREE

COMMENTS:

C. MARRIAGE AND SEXUALITY

Excerpts from ¶3215: Sexual intimacy is a gift from God for marital union. When expressed within marriage, sexual intimacy is a great blessing and source of fulfillment. The sanctity of marriage between one man and one woman is to be protected against all manner of immoral conduct. Homosexual intimacy is regarded by the Scriptures as immoral because it is a distortion of God's created order. We oppose cultural morals and laws that legitimize adultery, pre-marital, post-marital and homosexual intimacy.

AGREE DISAGREE (For more information on our beliefs regarding marriage, see the Book of Discipline, ¶3311)

COMMENTS:

D. SANCTITY OF LIFE

Excerpts from ¶3222: Christians live in the reality that human beings are created for an eternal purpose. As we attend to human suffering, we acknowledge that the ability of medical technology to end human suffering is finite. Therefore, we accept our responsibility to use this technology with wisdom and compassion; honoring God, who is ultimately supreme. Christians may not determine their rights and privileges only by the extent of the permissiveness of law of the state or the possibilities of safe medical procedures.

AGREE DISAGREE (For more information on our beliefs regarding reproductive technology, abortion, and euthanasia, see the rest of ¶3222 of the Book of Discipline)

COMMENTS:

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, IF EMPLOYED I WILL WORK COOPERATIVELY TO HELP FULFILL THE MISSION OF THE FREE METHODIST CHURCH AND WORLD MINISTRIES CENTER AND TO LIVE IN HARMONY WITH THE BOOK OF DISCIPLINE OF THE FREE METHODIST CHURCH – USA. (See [Book of Discipline Chapter 3, The Christian Journey.](#))

SIGNATURE

DATE

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.