

KFUMC Job Application Form

Please complete all sections clearly and accurately

Personal Information

Full Name: _____

Date of Birth: ____ / ____ / ____

Primary Address: _____

City: _____ State/Province: _____

Postal/Zip Code: _____ Country: _____

Contact Phone Number: _____

Contact Email Address: _____

Are you legally eligible to work in this country? ☐ Yes ☐ No

If not, do you require a work permit or visa? ☐ Yes ☐ No

Position Information

Position Applied For: _____

Preferred Start Date: ____ / ____ / ____

Employment Type:

☐ Full-Time

☐ Part-Time

☐ Temporary/Contract

☐ Internship

Are you willing to relocate if necessary? ☐ Yes ☐ No

Expected Salary: \$_____ per _____

How did you hear about this position?

☐ Company Website

☐ Job Board

☐ Referral

☐ Social Media

☐ Other: _____

Education *Please provide details of your education, starting with the most recent*

Institution Name: _____

Location/Address: _____

Degree/Diploma: _____

Major/Field of Study: _____

Year Graduated: _____

Institution Name: _____

Location/Address: _____

Degree/Diploma: _____

Major/Field of Study: _____

Year Graduated: _____

Institution Name: _____
Location/Address: _____
Degree/Diploma: _____
Major/Field of Study: _____
Year Graduated: _____

Employment History

Please provide details of your previous employment, starting with the most recent

Employer/Company Name: _____
Position Title: _____
Location/Address: _____
Dates Employed: From ____ / ____ / ____ To ____ / ____ / ____
Responsibilities and Achievements: _____
Reason for Leaving: _____

Employer/Company Name: _____
Position Title: _____
Location/Address: _____
Dates Employed: From ____ / ____ / ____ To ____ / ____ / ____
Responsibilities and Achievements: _____
Reason for Leaving: _____

Employer/Company Name: _____
Position Title: _____
Location/Address: _____
Dates Employed: From ____ / ____ / ____ To ____ / ____ / ____
Responsibilities and Achievements: _____
Reason for Leaving: _____

References

Please provide at least two professional references

Name: _____
Relationship: _____
Company: _____
Contact Number: _____
Email: _____

Name: _____

Relationship: _____

Company: _____

Contact Number: _____

Email: _____

Name: _____

Relationship: _____

Company: _____

Contact Number: _____

Email: _____

Skills and Qualifications List relevant skills, certifications, languages spoken, technical proficiencies, or any other qualifications that support your application:

Additional Information

Are you willing to work overtime if required? ☐ Yes ☐ No

If applying for a position that requires driving, do you have a clean driving record? ☐ Yes ☐ No

Have you ever been convicted of a criminal offence for which a pardon has not been granted?

☐ Yes ☐ No

If yes, please provide details:

Are there any reasonable accommodations you require during the application process or for the workplace?

Declaration

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that providing false information may result in termination of employment or withdrawal of an offer.

Signature: _____ Date: ____ / ____ / ____

Instructions for Applicants

- Please complete all sections of the form. Incomplete applications may not be considered.
- Attach a copy of your resume/CV and any relevant supporting documents (certificates, references, etc.).
- Add additional pages if necessary.
- Submit your application through the official recruitment portal or email address as indicated in the job posting.
- If selected for an interview, you will be contacted using your contact phone number and contact email address provided on the application.
- Should you have any questions about this application, please contact our office (509)-582-2163 for assistance during regular office hours.
- Applications will remain on file for a period of six months.

Equal Employment Opportunity Statement

Kennewick First United Methodist Church shall not discriminate because of race, color, sex, sexual orientation, marital status, age, or national origin. Such equality shall include the following: employment, promotion, demotion, recruitment, lay off, termination and compensation. Due to the nature of the responsibility of the employer, a supportive attitude toward The United Methodist Church is considered a “Bonafide occupational qualification”. Church participation is preferable. *(KFUMC Policy #003)*

Privacy Statement

The information collected in this application is confidential and will be used solely for the purpose of assessing your suitability for employment. Your personal data will be handled in accordance with applicable Washington State data protection laws.

For Office Use Only

- Received By: _____ Date: ____ / ____ / ____
- Application ID: _____
- Notes/Comments: _____