



SAINT ANDREW
UNITED CHURCH OF CHRIST



6908 Beneva Road • Sarasota, FL 34238 • 941-922-7595 • www.sarasotaucc.org

APPLICATION FOR EMPLOYMENT

Please email a PDF of this application to revpaul@sarasotaucc.org or mail it to:

Rev. Paul Werner, Pastor
St. Andrew United Church of Christ
6908 Beneva Road
Sarasota, FL 34238

Personal Data

Last Name: _____ First Name: _____

Middle Name: _____ Preferred Name: _____

Address (Street): _____

City: _____ State: _____ Zip: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

Email Address: _____ Best Time to Contact by Phone: _____

Previous Names/Aliases: _____

Are you legally eligible for employment in the United States? (Circle one) YES NO *If "NO," please explain on an attached sheet.*

Have you ever been convicted of a felony? (Circle one) YES NO *If "YES," please explain on an attached sheet.*

Employment History

Please list your immediate past three employers and requested information about each.

YOUR LAST OR CURRENT EMPLOYER

Name of Company/Employer: _____ Job Title: _____

Dates Employed: *Beginning Date:* _____ *End Date:* _____

Address: _____

Phone Number: (_____) _____ May we contact them as a reference? (Circle one) YES NO

Name of Supervisor: _____

Reason You Left/Are Leaving: _____

PREVIOUS EMPLOYER

Name of Company/Employer: _____ Job Title: _____

Dates Employed: *Beginning Date:* _____ *End Date:* _____

Address: _____

Phone Number: (_____) _____ May we contact them as a reference? (Circle one) YES NO

Name of Supervisor: _____

Reason You Left/Are Leaving: _____

PREVIOUS EMPLOYER

Name of Company/Employer: _____ Job Title: _____

Dates Employed: *Beginning Date:* _____ *End Date:* _____

Address: _____

Phone Number: (_____) _____ May we contact them as a reference? (Circle one) YES NO

Name of Supervisor: _____

Reason You Left/Are Leaving: _____

Your Educational Background

School	School or College Name	Dates of Attendance	Years Completed (i.e. 2 yrs, 4 yrs)	Degree Awarded
High School				
Technical School				
College (Undergraduate)				
Graduate School				

Please list any special honors associated with your educational journey:

Please list any significant professional studies which you have completed on an extracurricular basis:

Please answer the following questions:

1. What motivates you to have a desire to be an office employee in a religious institution setting?

2. Describe your level of proficiency with the Microsoft Office suite of applications.

3. Briefly describe how you interact and collaborate with other staff members and volunteers.

By signing this Application for Employment: I represent that all of the information included is true to the best of my knowledge and understand that any attempt on my part to provide false information will exclude me from being considered for a position or would result in subsequent dismissal should I be hired. I understand that this application in no way creates an agreement of employment. I understand that a full criminal background check will be performed and be further used in determining my suitability for employment. I understand that I must complete the "References and Release" form and include it with this application in order to be considered for employment.

Signature: _____ Date: _____

REFERENCES AND RELEASE FORM

Please name three employers (listed on your Application for Employment) which we may contact to serve as references:

Employer Reference #1

Name of Company/Employer: _____

Contact Person: _____ Phone Number: (_____) _____

Relation of Contact Person to You: _____

Employer Reference #2

Name of Company/Employer: _____

Contact Person: _____ Phone Number: (_____) _____

Relation of Contact Person to You: _____

Employer Reference #3

Name of Company/Employer: _____

Contact Person: _____ Phone Number: (_____) _____

Relation of Contact Person to You: _____

Please list three personal references (other than family members):

Personal Reference #1

Name: _____

Address: _____

Relationship to You: _____ Phone Number: (_____) _____

Personal Reference #2

Name: _____

Address: _____

Relationship to You: _____ Phone Number: (_____) _____

Personal Reference #3

Name: _____

Address: _____

Relationship to You: _____ Phone Number: (_____) _____

You may attach a resume and other supporting documentation with your application.

RELEASE

By signing below, I hereby give St. Andrew United Church of Christ permission to contact all references listed on this "References and Release" form. I agree and hold harmless all individuals named. I understand that their conversations with St. Andrew United Church of Christ will be for the express purpose of making an employment decision, either favorable or unfavorable.

Signature: _____ Date: _____