



Application for Employment

All questions must be answered completely with or without a resumé. To submit this application, simply download this PDF to your computer. After completing the application It can be submitted by e-mailing to info@rmcumc.net. Likewise, you may submit by mail to Ridge Manor Community, UMC 34350 Cortez Blvd., Ridge Manor, FL 33523 or by faxing to 352-583-0111.

APPLICANT INFORMATION

Position applied for: _____ File #: _____

Are you employed now? Yes [] No [] Are you 18 years of age or older? Yes [] No []

Date you can start: _____ Salary Desired: _____

Social Security #: _____

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Email Address: _____

Do you have members of your household or relatives currently employed by Lakewood Church? Yes [] No [] *If YES, please provide the following info:*

Name: _____ Relationship: _____ Dpt: _____

Name: _____ Relationship: _____ Dpt: _____

CHURCH BACKGROUND

Have you accepted Jesus Christ as your personal Lord and Savior? Yes [] No [] What Year? _____

Do you currently attend 4/%7/%? Yes [] No [] How long have you attended? _____ Which Service? _____

If you answered NO, please provide the church you are attending and the pastor's name: Church: _____ Pastor: _____

Are you presently a volunteer at 4/%7/%? Yes [] No [] *If YES, what ministry?* _____

Are you presently a volunteer at another church? Yes [] No [] *If YES, what ministry?* _____ How Long? _____

MINISTERIAL BACKGROUND (PLEASE COMPLETE IF APPLYING FOR A MINISTERIAL POSITION)

Are you an ordained or licensed minister? Yes [] No [] *If YES, please list the date, church and denomination granting the license/ordination*

Church: _____ Date of Ordination: _____ Date of Expiration: _____ Denomination: _____



RIDGE MANOR COMMUNITY

United Methodist Church

EDUCATION

HIGH SCHOOL

Name of School: _____ City/State: _____

Did you graduate?: Yes No Year of Graduation: _____

TRADE SCHOOL / BUSINESS / CORRESPONDENCE SCHOOL

Name of School: _____ City/State: _____

Did you graduate?: Yes No Year of Graduation: _____ Degree Received: _____

COLLEGE

Name of School: _____ City/State: _____

Did you graduate?: Yes No Year of Graduation: _____ Degree Received: _____

SKILLS & QUALIFICATIONS

COMPUTER SKILLS - PLEASE INDICATE YOUR SKILL LEVEL

- | | | | |
|---|-----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Access | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Other | | | |



EMPLOYMENT HISTORY

MOST RECENT

Employer Name: _____ Position: _____

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

Hourly Rate/Salary: Starting: _____ Final: _____

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

Job Duties: _____

Reason for Leaving: _____

SECOND MOST RECENT

Employer Name: _____ Position: _____

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

Hourly Rate/Salary: Starting: _____ Final: _____

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

Job Duties: _____

Reason for Leaving: _____

THIRD MOST RECENT

Employer Name: _____ Position: _____

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

Hourly Rate/Salary: Starting: _____ Final: _____

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

Job Duties: _____

Reason for Leaving: _____

FOURTH MOST RECENT

Employer Name: _____ Position: _____

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

Hourly Rate/Salary: Starting: _____ Final: _____

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

Job Duties: _____

Reason for Leaving: _____



RIDGE MANOR COMMUNITY

United Methodist Church

WORK REFERENCES (LIST BELOW PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR)

Name: _____	Name: _____
Employer: _____	Employer: _____
Job Title: _____	Job Title: _____
Telephone #: _____	Telephone #: _____

Name: _____	Name: _____
Employer: _____	Employer: _____
Job Title: _____	Job Title: _____
Telephone #: _____	Telephone #: _____

CHURCH REFERENCES (LIST BELOW PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST O

Name: _____	Name: _____
Ministry: _____	Ministry: _____
Years Acquainted: _____	Years Acquainted: _____
Telephone #: _____	Telephone #: _____

Name: _____	Name: _____
Ministry: _____	Ministry: _____
Years Acquainted: _____	Years Acquainted: _____
Telephone #: _____	Telephone #: _____

CHARACTER REFERENCES (LIST BELOW PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST

Name: _____	Name: _____
Years Acquainted: _____	Years Acquainted: _____
Telephone #: _____	Telephone #: _____

Name: _____	Name: _____
Years Acquainted: _____	Years Acquainted: _____
Telephone #: _____	Telephone #: _____

Signature (First and Last Name)

Date