

# URC EMPLOYMENT APPLICATION

Date \_\_\_\_\_

Please indicate which position you are applying for:  Sunday AM Coordinator  Sunday PM Coordinator

## PERSONAL INFORMATION:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Email \_\_\_\_\_

City / State / Zip \_\_\_\_\_ SSN \_\_\_\_\_

Have you ever been convicted of or charged with a felony or misdemeanor?  Yes  No If yes, please explain details in full, including dates of offense (s) charged, jurisdiction and disposition of case:

\_\_\_\_\_  
\_\_\_\_\_

Have you, or any person or entity with whom you have been associated with, filed for bankruptcy, been declared bankrupt or insolvent or been the subject of any receivership proceedings within the last 7 years?  Yes  No If yes, please provide full details, including dates, places, amounts involved and disposition:

\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION:

Schools / Colleges Attended:	# Years	Year Grad	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT / WORK EXPERIENCE:** Start with your present or most recent position. Include military service assignments and volunteer activities.

**Employer** \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Street Address \_\_\_\_\_  
City / State / Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Describe Duties / Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment (Mo / Yr) From \_\_\_\_\_ To \_\_\_\_\_

**Employer**

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Phone \_\_\_\_\_

Describe Duties / Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment (Mo / Yr) From \_\_\_\_\_ To \_\_\_\_\_

**Employer**

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Phone \_\_\_\_\_

Describe Duties / Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment (Mo / Yr) From \_\_\_\_\_ To \_\_\_\_\_

**SPECIAL SKILLS:** Describe any special skills or qualifications for this work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize URC to investigate any statement contained in this application, and to obtain a credit report on me if necessary to determine my qualifications. I understand that this application is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of URC.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR URC USE ONLY:**

Arrange interview:  Yes  No Date \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_