

**TWUMC APPLICATION FOR EMPLOYMENT  
PRE-EMPLOYMENT QUESTIONNAIRE**  
All questions must be answered completely with or without a resume.

**Applicant Information**

**Position Applied For:** \_\_\_\_\_

**Are you employed now? Yes ( ) No ( )**

**Are you 18 years of age or older? Yes ( ) No ( )**

**Date you can start:** \_\_\_\_\_ **Salary Desired:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Are members of your household or relatives currently employed by TWUMC? Yes ( ) No ( ) If yes provide :**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**If hired, can you provide proof that you are legally entitled to work in the United States? Yes ( ) No ( )**

**Church Background**

**Do you currently attend or are you a member of TWUMC? Attend Only Since** \_\_\_\_\_ **Member Since** \_\_\_\_\_

**If the above answer is NO what church are you attending?** \_\_\_\_\_

**Are you a volunteer at TWUMC? Yes ( ) No ( ) If yes, what ministry?** \_\_\_\_\_

**Are you a volunteer at another church? Yes ( ) No ( ) If yes, what ministry?** \_\_\_\_\_

Education	Name/Location of School	Year of Graduation	Degree Received
High School			
College			
Vocational/Trade School			
Other (Highest Degree Attained)			

**Skills & Qualifications**

**COMPUTER & OFFICE SKILLS**

Please indicate programs and skill levels

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**OFFICE SKILLS**

Filing  Data Entry  10 Key Sight/Touch  Switchboard  Typing \_\_\_\_\_ WPM

**ACCOUNTING**

A/P  A/R  General Ledger  Financial & Cash Flow Statements  Money Counting

**FACILITIES**

Electrical  Painting  Carpentry  Plumbing

Commercial building experience - How many years? \_\_\_\_\_ In what Capacity? \_\_\_\_\_

Handyman skills: \_\_\_\_\_

Certifications: \_\_\_\_\_

**COMMUNICATION & MEDIA** Describe degrees, certification, special training and skill:

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**FOREIGN LANGUAGES**

Read, Speak and/or Write: \_\_\_\_\_

**EMPLOYMENT HISTORY - Please List From Most Recent**

**Employer Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_ to \_\_\_\_\_  
**Starting Wage (Hourly/Salary)** \_\_\_\_\_ **Final:** \_\_\_\_\_  
**Supervisor's Name & Position:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Permission to call:** Yes ( ) No ( )  
**Job Title & Duties:** \_\_\_\_\_  
\_\_\_\_\_  
**Reason for Leaving:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_ to \_\_\_\_\_  
**Starting Wage (Hourly/Salary)** \_\_\_\_\_ **Final:** \_\_\_\_\_  
**Supervisor's Name & Position:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Permission to call:** Yes ( ) No ( )  
**Job Title & Duties:** \_\_\_\_\_  
\_\_\_\_\_  
**Reason for Leaving:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_ to \_\_\_\_\_  
**Starting Wage (Hourly/Salary)** \_\_\_\_\_ **Final:** \_\_\_\_\_  
**Supervisor's Name & Position:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Permission to call:** Yes ( ) No ( )  
**Job Title & Duties:** \_\_\_\_\_  
\_\_\_\_\_  
**Reason for Leaving:** \_\_\_\_\_

2200 Lake Woodlands Drive  
The Woodlands, Texas 77380  
281.297.5900  
thewoodlandsumc.org

**REFERENCES – Please List 3**

Name	Phone Number	Address	Years Known
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**EQUAL OPPORTUNITY EMPLOYER**

TWUMC is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability or any other category protected by Federal, State, or local law. As a religious organization, the Civil Rights Act of 1964 exempts TWUMC against religious discrimination in employment on the basis of religion.

## Standards of Conduct

Applicants employed by TWUMC will be expected to understand, respect and support the mission of the Church and abide by its rules and policies.

### **Our Mission Statement:**

is to win people to Jesus Christ; disciple them in faith and help those in need.

### **Our Beliefs**

“In essential beliefs we have unity, in non-essential beliefs we have liberty, and in all beliefs we have charity.”

- John Wesley, Founder to the Methodist movement

### **About the Kind of Life We Are Called To Live**

Though we are not made right with God by our own goodness, “good works” are not optional for the Christian life. When we give our lives to Christ, it is expected that we will grow towards loving God with all our being and our neighbors as ourselves.

## Authorization

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by TWUMC. I understand that any employment is conditioned on a background check. I authorize TWUMC to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to TWUMC, without giving me prior notice of such disclosure. In addition, I release TWUMC, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon TWUMC unless made in writing. I further understand and agree that if I am hired, my employment will be “at will” and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, at my option or that of TWUMC. If I am offered employment, I agree to submit to a medical examination and drug test before starting work if so requested by TWUMC. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by TWUMC and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to TWUMC the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test; and if I am hired, a condition of my employment will be that I abide by TWUMC’s drug and alcohol policy. I understand that filling out this form does not indicate there is a position open and does not obligate TWUMC to hire me. If hired, I agree to abide by all of the TWUMC work rules, policies and procedures. TWUMC retains the right to revise its policies or procedures, in whole or part, at any time.

**I HAVE READ AND UNDERSTAND THE STANDARDS OF CONDUCT AND AUTHORIZATION SECTIONS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**THE WOODLANDS UNITED METHODIST CHURCH  
CONSENT TO PERFORM A HISTORY/BACKGROUND CHECK  
IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)**

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Last Name	First Name	Middle Name or Initial
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Maiden or other name(s) used in any and all other records of birth or records of residence.

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* Address	Apartment or #
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City	County	State	Zip
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** Date of Birth	Social Security Number	**Gender	**Race
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**Drivers License Number	**State of Issue
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\*AS SHOWN ON THE ORIGINAL APPLICATION

\*\*TO BE USED FOR CRIMINAL HISTORY CHECKS / CREDIT REPORTS / MOTOR VEHICLE REPORTS ONLY AND NOT A PART OF THE PERSONNEL FILE.

I, \_\_\_\_\_, am an applicant for employment with the TWUMC. As a part of the application process I have been advised that the district conducts a criminal history check that may include a credit report and or motor vehicle report. I do hereby consent to the use of any and all information provided to the district in the application process to be used in the criminal history/background check.

The following are my responses to questions about my criminal history (if any).

1.  YES  NO Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (exclude minor traffic misdemeanors). If yes, please provide details below.

2.  YES  NO Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense? If yes, please provide details below.

3.  YES  NO Have you ever received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

4.  YES  NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

5.  YES  NO As of the date of this consent form, do you have any pending charges against you?

2200 Lake Woodlands Drive  
The Woodlands, Texas 77380  
281.297.5900  
thewoodlandsumc.org

Details of conviction (s):

\_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: \_\_\_\_\_

Details of conviction (s):

\_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: \_\_\_\_\_

Details of conviction (s):

\_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: \_\_\_\_\_

**I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE, I UNDERSTAND THAT GROUNDS FOR CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT WILL EXIST AND MAY BE USED AT THE DISCRETION OF THE CHURCH.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

APPLICANT (PRINT NAME) \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

**IF APPLICANT IS A MINOR:**

A minor, \_\_\_\_\_, is applying for employment with The Woodlands United Methodist Church located at 2200 Lake Woodlands Drive, The Woodlands, Texas. Part of the employment process includes background checks. As the parent/guardian of the above referenced minor, I understand the purpose of and hereby give my consent for the pre-employment background checks.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_