



The *South Georgia* Conference
of The United Methodist Church

APPLICATION FOR EMPLOYMENT
ADMINISTRATIVE ASSISTANT / RECEPTIONIST POSITION

Name (Last, First, Middle)		Preferred name (nickname)		Date of application	
Current Street Address		City		State	
Current Mailing Address (if different from above)		City		State	
Telephone Numbers Work/Day		Evening			
Are you legally eligible to work in the U.S. (Proof of identity and legal right to work will be required upon employment) <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you are not a U.S. citizen, do you have the legal right to remain in the U.S? <input type="checkbox"/> Permanently <input type="checkbox"/> Temporarily					
Have you ever been known by any other name(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list:			
Do you have family members employed by the conference? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list:			
Education:					
School	Location	Years completed	Major	Degree or Diploma	
Please list any training/courses you may have that pertain to the position applied for:					
Course Title	When Taken	Sponsored by	Material Covered	Certificate?	

Work Experience (list present or most recent positions first):

Employer Name & Address	Position Title/Duties/Skills	Date employed:
		From:
		To:
Final Salary	Supervisor's Name	Telephone:
		Reason for leaving

May we contact your previous supervisor for a reference? Yes No

Employer Name & Address	Position Title/Duties/Skills	Date employed:
		From:
		To:
Final Salary	Supervisor's Name	Telephone:
		Reason for leaving

May we contact your previous supervisor for a reference? Yes No

Employer Name & Address	Position Title/Duties/Skills	Date employed:
		From:
		To:
Final Salary	Supervisor's Name	Telephone:
		Reason for leaving

May we contact your previous supervisor for a reference? Yes No

References:

Name	Address, City and State	Telephone

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgement to a felony? Yes No If yes, explain on a separate sheet of paper and submit with this application. (Conviction will not necessarily disqualify applicant from employment)

Have you ever worked in a financial services or human resources office? If so, please give details.

Have you worked in a job which required juggling multiple administrative tasks? If so, please give details.

The South Georgia Conference of the United Methodist church is an equal opportunity employer. We do not discriminate on the basis of race, color, creed, national origin, age, disability, sex, genetic information or any other characteristic protected by federal, state, or local law. The South Georgia Conference of the United Methodist Church will make a reasonable accommodation to known physical or mental limitations of a qualified application or employee with a disability unless the accommodation would impose an undue hardship on the operation of our organization.

Can you perform the functions of the position applied for with or without reasonable accommodation?

Yes No Explain necessary accommodations required:

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. All job offers made by the South Georgia Conference of the United Methodist Church are contingent on a required criminal background and credit check. References may also be contacted.

Signing this application indicates that you agree with the above statements and you certify that your answers are true and complete to the best of your knowledge.

Signature of applicant

Date