

Henderson Settlement

PO Box 205

Frakes KY 40940

606-337-3613

“A Mission Institution of the United Methodist Church”

Application For Employment.

Henderson Settlement is an Equal Opportunity/Affirmative Action Employer.

Date of Application _____

Position Applied For

Name _____
FIRST MIDDLE LAST

Address _____

City _____ State _____ Zip _____ Phone _____

Social Security Number _____ Citizenship _____

Date of Birth _____ Place of Birth _____

Present Occupation _____ Availability Date _____

Martial Status _____ Name of Spouse _____

Children: _____

Church Membership _____

Local Pastor _____

Do you have any physical limitations? _____

Please list names, addresses, phone numbers of 2 people in case of an emergency.

Special Qualifications and Skills

| Type of License, Registration Number or Certification | State of Licensing Authority | Expiration Date |
|---|------------------------------|-----------------|
| | | |
| | | |
| | | |
| | | |

What machines and/or equipment do you operate? _____

Computer equipment, software or word processing packages used: _____

Do you have a valid driver's license? _____ Expiration Date _____

Education and Training

| Schools | Print Name, Address, For Each School and/or Program | Dates Attended | Type of Courses | Credits Earned | Degree Obtained |
|--------------------|---|----------------|-----------------|----------------|-----------------|
| High School or GED | | | | | |
| College | | | | | |
| College | | | | | |
| Tech School | | | | | |
| Trade School | | | | | |
| Other | | | | | |

Honors Received _____

References—List 5 references not related to you. Please list complete addresses.

| NAME | ADDRESS (STREET, CITY, STATE, ZIP) | PHONE NUMBER |
|------|---------------------------------------|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |

What is your relationship to Jesus Christ?

Why would you like to participate in work at a Christian Mission?

What crucial issues most concern you?

How are you affected by, and how do you respond to racism and sexism?

Do you have any problems working for a Mission Institution of the United Methodist Church?
_____ Yes _____ No. If yes, explain below.

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, please explain giving dates and locations _____

Do you have any relatives employed by Henderson Settlement _____ Yes _____ No

If Yes, provide Name, Relationship, and Job Title

Employees related by blood or marriage can not work in the same department or division. In cases where we employ you and a person related to you by blood or marriage, neither of you can have supervisory authority over the other without approval of the Executive Director and/or the Board of Directors.

AGREEMENT

I certify that all answers to the questions in this application are true, and I further understand that any false statements and/or omission in this application will be sufficient grounds for rejection of the application, or termination of employment without notice.

I authorize Henderson Settlement to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records, educational credentials and work experience checks. References obtained are done so in confidence and I understand that my rights to review any reference material is waived.

Prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility shall result in immediate termination of employment and/or any offer of employment.

I understand that Henderson Settlement policy provides all newly hired employees with a 60 day introductory period that gives the employee and employer an opportunity to mutually decide whether or not the functions and responsibilities of the new position are a satisfactory fit with the talents and skills the new employee brings to Henderson Settlement. I further understand and agree that during this initial 60 day period Henderson Settlement may decide to terminate the employment relationship with no cause or explanation required. Once I have successfully completed the 60 day introductory period, I shall be considered by Henderson Settlement to have earned continued employment status as defined by the Henderson Settlement Personnel Manuel.

Signature of Applicant

Date