



First United Methodist Church McHenry, Illinois APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last
First
Middle

Address: _____
Street
(Apt)
City/State
Zip

Contact Information:

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Home Telephone
Mobile Telephone
E-mail

POSITION SOUGHT: _____

Desired Pay Range: _____ **Are you currently employed?** _____
Hourly or Salary

Available Start Date: _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

Technical Skills (check areas of proficiency) Microsoft Word _____ Excel _____ PowerPoint _____ Outlook _____

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title
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Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title
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Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title
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Job notes, tasks performed and reason for leaving:

References:

Name	Position/company	Telephone	e-mail address
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