

# UUCR

## Application for Employment

The Unitarian Universalist Church of Rockville (UUCR) complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation to participate in the interview process are requested to contact the Office Administrator to arrange such accommodation.

UUCR is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, age, marital status, national origin, sexual orientation, disability, or any other protected status or characteristic.

Date of Application:	
Name:	Social Security Number:
Street Address:	Email Address:
City:	State:                      Zip:
Daytime Phone:	Evening Phone:
Driver's License Number:	State:
Position Desired:	Salary Desired:
Date Available to Start Work:	Full-time/Part-time:
Specify days and hours if part-time:	
If required, would you be willing to work: Evening/night shift? Yes <input type="checkbox"/> No <input type="checkbox"/> Weekends : Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever worked for UUCR or other Unitarian Universalist church/congregation before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where and when?	
How were you referred to UUCR? <input type="checkbox"/> Referred by current or former UUCR employee. Give name _____ <input type="checkbox"/> Referred by Employment Agency. List name and number _____ <input type="checkbox"/> Other. Please specify _____	
Are you legally authorized to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you now or in the future require sponsorship for employment visa status (e.g., H-1B status)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Criminal Record: Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe briefly (do not list any criminal charges for which the records have been expunged):	
(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements.)	
Are you eligible to receive any and all licenses/permits required by law to perform the position(s) for which you are applying? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## EDUCATION AND TRAINING

List any educational degrees, programs or courses that you have taken which would be helpful for the performance of the job for which you are applying. Include present enrollments.

	Circle Last Year Completed and state year graduated if applicable	Degree/Professional Qualification Earned	Major
Name/Location of High School	1   2   3   4		
Name/Location of College/University	1   2   3   4		
	1   2   3   4		
Additional education, vocational and/or professional information.			
Please list any special skills, equipment, talents or attributes that you have acquired that may assist you in the performance of the job for which you are applying.			

## EMPLOYMENT HISTORY

**Complete this section in its entirety -- please do not write "see resume."** Account for at least the last ten years of employment, if applicable. List current or last employer first. (If more space is needed, please attach a separate page.)

<b>Employer</b>	Employment Dates: (mth/day/yr) From	To
Address: Street Number and Name, City, State and Zip Code	Final/Current Salary	Phone Number & Email Address
Job Title: _____ Supervisor's Name: _____		
BRIEF Description of Duties:		
Were you disciplined (Warning, Suspension, Discharge)? If yes, please explain.		
Reason for leaving		
Account for period between jobs		

<b>Employer</b>	Employment Dates (mnth/day/yr) From	To
Address: Street Number and Name, City, State and Zip Code	Final/Current Salary	Phone Number & Email Address
Job Title: _____ Supervisor's Name: _____		
BRIEF Description of Duties:		
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Reason for leaving		
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Address: Street Number and Name, City, State and Zip Code	Final/Current Salary	Phone Number & E-mail Address
Job Title: _____ Supervisor's Name: _____		
BRIEF Description of Duties:		
Were you disciplined (Warning, Suspension, Discharge)?If yes, please explain.		
Reason for leaving		
Account for period between jobs		

<b>Employer</b>	Employment Dates (mnth/day/yr) From	To
Address: Street Number and Name, City, State and Zip Code	Final/Current Salary	Phone Number & E-mail Address
Job Title:	Supervisor's Name:	
BRIEF Description of Duties:		
Were you disciplined (Warning, Suspension, Discharge)? If yes, please explain.		
Reason for leaving		
Account for period between jobs		

### PROFESSIONAL REFERENCES

Please list three people (other than relatives)

Name and job title (1) Address:	Relationship	Phone Number & Email
Name and job title (2) Address:	Relationship	Phone Number & Email
Name and job title (3) Address:	Relationship	Phone Number & Email
<b>May we contact your current employer?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Answer these questions only if applying for a position requiring driving: Do you have a valid driver's license? Yes  No  State \_\_\_\_\_

Do you have a current chauffeur's-type license? Yes  No

Do you have a commercial driver's license? Yes  No

## CERTIFICATION OF INFORMATION

I certify that the information given herein is true and complete to the best of my knowledge. I hereby authorize UUCR to make such investigations and inquiries of the information provided herein, and other matters related thereto, as may be necessary. I hereby release any person, school, previous or present employer, organization, or entity from all liability in responding to inquiries in connection with this application. I understand that any false or misleading statements or misleading omissions made by me in connection with my application – including information provided on my resume or during interviews – can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge, in the event of employment. I understand that if hired, I shall be required to provide documentation establishing my legal authorization to work in the United States within three days of commencing work and successfully complete a background check prior to beginning work. I understand that if employed, my employment will be at will and that this employment application is not a contract for employment nor is it a guarantee of employment. In conformity with applicable laws, UUCR is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, age, marital status, national origin, sexual orientation, disability or any other protected status or characteristic.

**This application form is considered current for 60 days only. At the end of this period, if you are still interested in employment, it will be necessary for you to reapply by completing a new application.**

**UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date