



West Ohio Conference

## Application for Employment

The mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

\_\_\_\_\_  
Name (First, Middle, Last)

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Address (Street, City, State, Zip)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Position Applying For

\_\_\_\_\_  
Date Available for Employment

Are you legally eligible to work in the US?

☐ Yes

☐ No

Have you previously filed an application with the WOC?

☐ Yes

☐ No When? \_\_\_\_\_

Have you previously been employed with the WOC?

☐ Yes

☐ No When? \_\_\_\_\_

List any relatives working for the WOC: \_\_\_\_\_

What is your definition of a Christian? \_\_\_\_\_

Give a brief account of your Christian experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **EDUCATION:** Please list your educational experience

Level	Name of Institution	Location	Degree Earned and Major
High School			
College/University			
College/University			

**LICENSURE/CERTIFICATION:** Please list any licenses or certifications

Type	Organization	State	Number	Expiration Date

**OTHER TRAINING/EXPERIENCE:** Please list any additional training or experience you possess relevant to the position for which you are applying

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**WORK EXPERIENCE:** Start with your present or last position, go back 10 years and explain any gaps

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Numbers			
	Pay Rate:	Pay Rate:	
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May we contact this employer?	

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Numbers			
	Pay Rate:	Pay Rate:	
Starting/Present Job Title	Starting	Final	
Supervisor			
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Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Numbers	Pay Rate:	Pay Rate:	
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May we contact this employer?	

### OTHER INFORMATION:

- Why WOC? What made you apply? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- What 3 adjectives would your best friend or spouse use to describe you? \_\_\_\_\_  
 \_\_\_\_\_
- Describe a personal or professional challenge you have had to overcome. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### PERSONAL STATEMENTS (attach additional sheets as necessary):

- In what ways do you currently care for your spiritual development? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- What church do you presently attend? \_\_\_\_\_
- How are you involved in the life of your church? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- If the position to which you are applying has supervisory responsibilities, please answer the following questions:
  - Choose 3 words or phrases that describe your leadership style and give example of each.  
 \_\_\_\_\_  
 \_\_\_\_\_

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- b. List two challenges you have faced in your prior professional leadership experience and what you learned from each. \_\_\_\_\_

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**REFERENCES:** Include two professional, one pastoral and one personal

Name	Position/Relationship	Phone Number	Email

**PERSONAL BACKGROUND:** This information will be kept confidential

- Have you ever been convicted of a felony? ☐ Yes ☐ No
- Have you ever had a criminal conviction sealed or expunged? ☐ Yes ☐ No
- Have you ever surrendered or had revoked, suspended, limited, or denied any certificate, license or permit (professional or otherwise)? ☐ Yes ☐ No

**APPLICATION CHECKLIST:** please be sure to include the following items:

- ☐ Signed Application ☐ Resume with cover letter

**APPLICATION AGREEMENT**

I hereby certify that the information given in this application is true and complete. I understand that providing false or misleading information given in my application or interviews may result in discharge.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I give my permission to the WOC and its agents to contact all of the references, and obtain information about (but not limited to) credit, criminal background and driver's record. I release the WOC and its agents from liability for relying on any information received during the application and interviewing process. I also release all employers and individuals from liability for furnishing the information about me.

I understand and acknowledge that any employment relationship in the state of Ohio with the organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time

with or without cause. It is further understood that this “at will” employment may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I agree that for so long as I am employed, I will conform my conduct to the rules of the organization.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

The West Ohio Conference of The United Methodist Church grants equal employment opportunity to all qualified individuals without regard to race, color, sex, national origin, age ancestry, disability, or citizenship. We provide equal employment opportunities in hiring, promotion, wages, benefits, and all other employment-related decisions.

Please send the completed application and resume to:

Mike Kremnitzer, Director of Benefits and Human Resources  
The West Ohio Conference of the United Methodist Church  
32 Wesley Blvd.  
Worthington, Ohio 43085  
614-844-6200