Unitarian Universalist Church of Nashua **Job Application**

58 Lowell St. Phone: 603-882-1091

Nashua, NH 03064-2268 www.UUNashua.org

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application.*

|  |  |
| --- | --- |
| The UU Church of Nashua is an Equal Opportunity Employer and is committed to excellence through diversity. | Please print or type. This application must be fully completed to be considered. Please complete each section, even if you attach a resumé. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | |
| Last | First | Middle initial | Preferred name | | Email | |  | |
|  |  | |  | |  | | | |
| Street Address |  | City | ST | Zip | | Home Phone | | Mobile Phone | |
|  | |  |  |  | |  | |  | |
| Are you authorized to work in the U.S. on an unrestricted basis? | | | Are you 18 or older? | | | If yes, Date of Birth | | | |
|  | | |  | | |  | | | |
| Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? | | | | | | If yes, please explain: | | | |
|  | | | | | |  | | | |
| What position are you applying for? | Date you can start work | | How did you hear about this position? | | | | | | |
|  |  | |  | | | | | | |
| **Prior Work Experience** | | | | | | | | | |
|  | Current or Most Recent | | Prior |  | | Prior | |  | |
| Employer |  | |  | | |  | | | |
| Address |  | |  | | |  | | | |
| City, ST, ZIP |  | |  | | |  | | | |
| Telephone |  | |  | | |  | | | |
| Name of Immediate Supervisor |  | |  | | |  | | | |
| Dates of Employment | From | To | From | To | | From | | To | |
|  |  |  |  | |  | |  | |
| Position/Job Title |  | |  | | |  | | | |
| Pay |  | |  | | |  | | | |
| Reason for Leaving |  | |  | | |  | | | |
| May We Contact |  | |  | | |  | | | |
| **Education** | | | | | | | | | |
|  | Name/Location |  | Last Year Complete | | | Degree | | Major | |
| High School or GED |  | | 9 10 11 12 | | |  | |  | |
| College/University |  | | 1 2 3 4 | | |  | |  | |
| Trade School |  | |  | | |  | |  | |
| Other |  | |  | | |  | |  | |
| **List any special skills, training, experience, or proficiencies that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc)** | |  | | | | | | | |
| Page 1 of 2 |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
| Name | Relationship | Company | Phone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge.

I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the UU Church of Nashua to make an investigation of any of the facts set forth in this application and release the UU Church of Nashua from any liability. UU Church of Nashua may contact any listed references on this application. I acknowledge and understand that the UU Church of Nashua is an “at will” employer. Therefore, any employee (regular, temporary or other type of category employee) may resign at any time just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

|  |  |  |
| --- | --- | --- |
| Applicant signature | Date |  |
|  |  |

FOR OFFICE USE ONLY:

W-2 \_\_\_\_\_\_ ; I-9 \_\_\_\_\_\_; Background check \_\_\_\_\_\_; Date of hire \_\_\_\_\_\_\_\_\_;

References 1) \_\_\_\_\_\_\_, 2) \_\_\_\_\_\_\_, 3) \_\_\_\_\_\_\_\_; Personnel Manual \_\_\_\_\_\_\_; Safe Congregation Policy \_\_\_\_\_\_\_\_;

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