



## ***Application Instructions***

You may complete the application online, save it, print it and add it to your application packet and email or mail USPS to our office.

Please type the application when at all possible. You may also print a blank application and complete it by hand, please print legibly and completely.

Complete all items, making sure that you check the appropriate boxes

Please indicate why you would like to work for the SUMC and what qualities you possess which you feel will be an asset to the ministry of SUMC.

You will be expected to obtain the required clearances; Criminal (Act 34), Child Abuse (Act 151), and Fingerprint (Act 114) when you are hired for this position. You will also be required to take the Child Abuse Reporting training online with Pitt (3 hour training).

Packet should include:

- Cover Letter
- Application
- Resume
- Transcripts (If applicable)
- Recommendation Letters
- Clearances (If already have)

E-mail to: [sumchurch16346@gmail.com](mailto:sumchurch16346@gmail.com) or

Mail to: Seneca United Methodist Church, Pastor Parish Relations Committee, 196 East State Rd., Seneca, PA 16346.



196 East State Rd  
Seneca, PA 16346  
814-676-1759

E-mail: [sumchurch16346@gmail.com](mailto:sumchurch16346@gmail.com)

Website: <http://www.senecaumc.org>

Employment Application

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Present Address: \_\_\_\_\_  
Street Address PO Box or Apt. #  
\_\_\_\_\_  
City State Zip Code

Phone #: \_\_\_\_\_ Alternative Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Have you ever been dismissed or asked to resign a position: Yes  No

Have you ever been convicted of a felony: Yes  No

Will you have any problems obtaining the appropriate clearances: Yes  No

If any Yes answers, Explain: \_\_\_\_\_  
\_\_\_\_\_

Gifts and Talents related to this position: \_\_\_\_\_

Describe your spiritual, discipleship and leadership experience:  
\_\_\_\_\_  
\_\_\_\_\_

Describe your mission/outreach experience:  
\_\_\_\_\_  
\_\_\_\_\_

Describe your communication with others:  
\_\_\_\_\_  
\_\_\_\_\_

Describe the role of the church, as you see it, in the community and world around us:  
\_\_\_\_\_  
\_\_\_\_\_

Education

High School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

College: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Did you Graduate: Yes  No  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Did you Graduate: Yes  No  Degree: \_\_\_\_\_

Previous Employment (Please list most recent employment first)

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## References

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact all previous employers and references: Yes  No

If No, list those names: \_\_\_\_\_

## Disclaimer and Signature

*I hereby certify that all information appearing on this application is accurate and to the best of my knowledge. I authorize the Seneca U.M. Church (SUMC) to verify all statements on the application. I understand misrepresentation on this application (includes all forms) may be considered cause for refusal to employ or dismissal from employment. Please print application, sign and return to SUMC.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_