

UNIVERSITY PRESBYTERIAN CHURCH

Application for Employment

University Presbyterian Church complies with all federal, state, and local laws concerning employment and employment discrimination.

Today's Date _____

Name (first, middle, last) _____

Phone #1 _____

Phone #2 _____

Street Address _____

City / State / Zip / Country _____

Email _____

Has University Presbyterian Church previously employed you? Yes No

If yes, when and in what position?

[Click or tap here to enter text.](#)

Do you have a legal right to work in the United States? Yes No

If no, please explain:

[Click or tap here to enter text.](#)

Share your Statement of Faith. What is your relationship and commitment to Jesus Christ?

[Click or tap here to enter text.](#)

ATTESTATION AND RELEASE OF INFORMATION AUTHORIZATION

I attest that the information in this application, along with my resume and cover letter, is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false information may result in immediate dismissal.

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I authorize University Presbyterian Church, its employees, and agents to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references and previous employers I have given on this application and in other forms. I understand that the information collected may include a criminal conviction history if relevant to my fitness for the position. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release University Presbyterian Church from any liability for future references it may provide regarding my work history at University Presbyterian Church. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends, or associates. I understand that reference information is considered to be confidential and will not be disclosed to me by University Presbyterian Church.

I understand that if University Presbyterian Church offers me employment, I will be required to furnish evidence that I am legally eligible to be employed in the United States pursuant to regulations of the U.S. Immigration and Naturalization Service. I also understand that I may be required periodically to show evidence of continued eligibility.

I understand that if employed by University Presbyterian Church, I agree to be bound by the policies of the church, including the "Standards of Ethical Conduct" (www.pcusa.org/site_media/media/uploads/resolutions/standards-of-ethical-conduct.pdf), and to refrain from any conduct in violation of the church's teachings. If I have questions regarding the policies or teachings of the church, I agree to take responsibility to request that information from my supervisor. If hired, I agree to abide by all work rules, policies, codes of conduct and procedures. University Presbyterian Church retains the right to revise policies or procedures, in whole or in part, at any time.

I have read the "Essential Tenets" (www.upc.org/wp-content/uploads/2022/04/The-Essential-Tenets1.pdf) that shape the programs and ministry of University Presbyterian Church. While I may, or may not, fully agree with every statement in that document, it's understood that my work as an employee of University Presbyterian Church will be guided by it. I affirm that during my period of employment at University Presbyterian Church I will not take any actions contrary to, or advocate opposition to, any aspect of the church's adherence to the Essential Tenets as part of performing my duties as an employee.

I understand that if University Presbyterian Church employs me the terms and conditions of my employment including pay, benefits and policies are subject to change by University Presbyterian Church consistent with applicable laws and regulations. No contract, written or unwritten, regarding my employment or conditions thereof exists between University Presbyterian Church and me.

I understand that University Presbyterian Church is an At-Will Employer. In consideration of my employment, I agree that I can resign, or my employment and compensation can be terminated with or without notice for any lawful reason. I understand that no representative of University Presbyterian Church, other than the Executive Team, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE WITH THE FOREGOING STATEMENTS. I UNDERSTAND THIS APPLICATION WILL BE ACTIVE FOR A PERIOD OF 90 DAYS; AFTER THAT TIME, IF I WISH TO BE CONSIDERED FOR EMPLOYMENT, I MUST SUBMIT A NEW APPLICATION.

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Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE.

Click or tap here to enter text.