Mount Joy
MENNONITE CHURCH

STAFF APPLICATION

NAME: _____ _____ _____
　　　　　　Last　　　　　　　　　　　　　　　　　**First**　　　　　　　　　　　　　**Middle**

PRESENT ADDRESS: _____
　　　　　　　　　　　Street

_____ _____ _____
　　　　City　　　　　　　　　　　　　　　　　　　　　　　**State**　　　　　**Zip Code**

CELL PHONE: _____　**HOME PHONE:** _____

E-MAIL ADDRESS: _____

Denomination/Congregation

Please list your denomination and congregation where you attend with mailing address and phone number below:

For which position are you applying?

Please list the position(s) for which you are applying:

EDUCATIONAL BACKGROUND

	School or Institution and Location	Major/ Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)
High School				
College/University				
College/University				
Graduate Study				
Graduate Study				

EXPERIENCE

(You do not need to complete this section if you have a resume. Simply attach it to your application.)

(Present or most recent first)

Dates		Name of Employer and Address	Your Title
From			
To			
	Telephone:		

Work Performed:	Reason for Leaving:

Name & Title of Supervisor:		Final Yearly Salary:	

Dates		Name of Employer and Address	Your Title
From			
To			
	Telephone:		

Work Performed:	Reason for Leaving:

Name & Title of Supervisor:		Final Yearly Salary:	

Dates		Name of Employer and Address	Your Title
From			
To			
	Telephone:		

Work Performed:	Reason for Leaving:

Name & Title of Supervisor:		Final Yearly Salary:	

Please list extracurricular activities you feel capable of supervising (includes clubs, drama, sports, etc.)

REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?	☐ Yes	☐ No
Are you currently under charges for a criminal offense?	☐ Yes	☐ No
Have you ever forfeited bond or collateral in connection with a criminal offense?	☐ Yes	☐ No
Within the last ten years, have you been fired from any job for any reason?	☐ Yes	☐ No
Within the last ten years, have you quit a job after being notified you would be fired	☐ Yes	☐ No
Are you subject to any visa or immigration status, which would prevent lawful employment?	☐ Yes	☐ No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates and your name. Please print, sign and attach it to this application.

MJMC requires all staff to have the clearances. Should you be hired, you will be given documents for us to process the PA Criminal History and PA Child Abuse History clearances. You will also be given instructions how to register for your FBI fingerprints. You will be reimbursed for the cost of this report.

_____ _____

Signature of Candidate (in ink)   **Date**

Submit Application to: Mount Joy Mennonite Church
           Administrative Assistant
           320 Musser Road
           Mount Joy PA 17552
           717-653-5660
           mjmenno@mjmc.org