



## **Tennessee-Western Kentucky Conference of the United Methodist Church**

### **BEERSHEBA SPRINGS ASSEMBLY APPLICATION INSTRUCTIONS**

Please make sure you fill out the application completely and accurately by the deadlines listed on the job posting.

A complete application has two parts:

1. Application (including essay questions)
  - a. You can print off the application or fill it out through the website: [beershebaassembly.org/employment-opportunities](https://beershebaassembly.org/employment-opportunities)
2. Answer all essay questions and provide the requested information.
  - a. Complete the essay questions on a separate piece of paper.

Upon receiving your completed application and essay, your application will be reviewed, and you may be contacted for an interview. We do not interview all applicants.

**Tennessee-Western Kentucky Conference of the United Methodist Church**  
**Beersheba Springs Assembly Application**

Beersheba Springs Assembly is an equal opportunity employer. All applicants will be considered without regard to race, color, sex, veteran's status, national origin, age, disability or any other status protected by law.

**Personal Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

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

Mailing Address if different than above: \_\_\_\_\_

Church Name (where you are most actively involved): \_\_\_\_\_

Can you, upon employment, submit verification of your legal right to work in the U.S? \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? \_\_\_\_\_ If yes, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

Available Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Highest level of education: \_\_\_\_\_

**WORK EXPERIENCE**

Please list ALL past and present employment beginning with your most recent.

<u>Name of Organization</u>	<u>Employer/Supervisor</u>	<u>Phone</u>	<u>Position</u>	<u>Pay Rate</u>

May we contact your current employer:      Yes      No

**REFERENCES**

Provide the names and contact information for 3 professional references, for example someone who has supervised you in school, church, work, or knows your qualifications.

Reference 1: Name, phone #, email address \_\_\_\_\_

Reference 2: Name, phone #, email address \_\_\_\_\_

Reference 3: Name, phone #, email address \_\_\_\_\_

**Please answer the following questions using a separate piece of paper.**

1. Share about a camp or retreat experience that impacted your life.
2. Why would you like to work for Beersheba Springs Assembly?
3. What are the qualities of a staff that works well together?
4. Please read the job posting and share any experience you have that is applicable to the position you are applying for.

**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that the information provided on this application is true and complete. I understand that falsification or omissions of any kind of information will disqualify me from employment and/or will result in dismissal if discovered at a later date.

If hired, your employment may be part time/seasonal, or scheduled as needed. I understand that this employment application and any other documents are not contracts of employment for any definite period of time, and that any individual who is hired may be terminated by Beersheba Springs Assembly at any time for any reason without advance notice. I understand that if I am employed, I am agreeing to abide by all policies set forth by The Tennessee Western-Kentucky Conference of the UMC and Beersheba Springs Assembly.

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

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