



New Beginnings United Methodist Church

Birmingham, Alabama • A Place of Possibilities and Transformation

2133 32nd Avenue North
Birmingham, Alabama 35207
Phone: (205) 328-3937
Email: office@newbeginningsbham.org

JOB APPLICATION

New Beginnings United Methodist Church is an equal opportunity employer. This application will not be used for limiting or excluding any application from consideration for employment on basis prohibited by local, state, or federal law. Final candidates must consent to reference checks, a criminal history background check, and drug screening test (performed by an outside agency to ensure complete confidentiality).

Please return completed Job Application and supporting documentation via hardcopy to New Beginnings United Methodist Church, Attn: Sonia Gallimore, 2133 32nd Avenue North, Birmingham, AL 35207 or electronic mail to songal2007@gmail.com.

Please fill out all the sections below:

APPLICATION INFORMATION

Applicant Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip

Telephone: _____ Email: _____

Date of Application: _____

EMPLOYMENT POSITION INFORMATION

Position(s) Applied for: _____

How did you hear about this position? _____

On what date can you start working if you are hired? _____ Salary Desired: _____

PERSONAL INFORMATION

Are you a citizen of the United States? ____ Yes or ____ No

If no, are you authorized to work in the United States? ____ Yes or ____ No

What document can you provide as a proof of citizenship or legal status? _____

Will you consent to mandatory controlled substance test? ____ Yes or ____ No

Do you have any condition which would require job accommodations? ____ Yes or ____ No

If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? ____ Yes or ____ No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:



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JOB SKILLS/QUALIFICATIONS

Please list below the skills and qualifications you possess for the position for which you are applying:

EDUCATION AND TRAINING

Please submit Official Transcript(s) from your highest level of education or training.

High School: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? ___ Yes or ___ No Diploma: _____

College/
University: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? ___ Yes or ___ No Diploma: _____

College/
University: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? ___ Yes or ___ No Diploma: _____

College/
University: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? ___ Yes or ___ No Diploma: _____

Vocational School/
Specialized Training: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? ___ Yes or ___ No Diploma: _____



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PREVIOUS EMPLOYMENT

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

May we contact your previous supervisor for a reference? ☐ Yes or ☐ No

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

May we contact your previous supervisor for a reference? ☐ Yes or ☐ No

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

May we contact your previous supervisor for a reference? ☐ Yes or ☐ No



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REFERENCES

Please provide information and letters from three (3) personal and/or professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

REFERENCE CHECKS, CRIMINAL HISTORY BACKGROUND CHECK, AND DRUG SCREENING TEST

Final candidates must consent to reference checks, a criminal history background check and drug screening test (performed through an outside agency to ensure complete confidentiality).

AT-WILL EMPLOYMENT

The relationship between you and New Beginnings United Methodist Church is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or New Beginnings United Methodist Church. No representative of New Beginnings United Methodist Church has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statement or representatives regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Senior Pastor or Chairperson of Pastor/Staff-Parish Relations Committee.

Printed Applicant Name: _____

Applicant's Signature: _____ Date: _____

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