



# Creating Opportunities for Better Lives Through Christ-Centered Service

A Mission Agency of the United Methodist Church  
within the Red Bird Missionary Conference  
PO BOX 205 \* FRAKES, KY 40940 \* (606)337-3613 \* FAX (606)337-2225  
www.hendersonsettlement.org \* e-mail: info@hsumc.org

Application for Employment  
Henderson Settlement is an Equal Opportunity Employer

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

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

First Middle/Maiden Last

Address \_\_\_\_\_

Street/ PO Box City State Zip

Phone: \_\_\_\_\_ Is applicant at least 18 years of age? \_\_\_\_\_

Do you have a valid driver's license? Y N Expiration Date: \_\_\_\_\_

### EMPLOYMENT HISTORY (Last 5 years of employment beginning with most recent)

Dates Employer Position/Duties Performed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL SKILLS:

\_\_\_\_\_  
\_\_\_\_\_

### ACTIVITIES (church, community, political, social, or other activities in which you participate)

\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION AND TRAINING

Schools	School & City/State	Dates Attended	Degree Obtained
High School/GED	_____	_____	_____
College	_____	_____	_____
College	_____	_____	_____
Tech School	_____	_____	_____
Trade School	_____	_____	_____
Other	_____	_____	_____

*Family, Infant, Youth, and Senior Programs and Assistance;  
Home Repair; Crafts Marketing; Thrift Stores; Agriculture*

Any Special Qualification, skills, hobbies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Computer Equipment, software or word processing packages used: \_\_\_\_\_  
\_\_\_\_\_

REFERENCES- please list at least 3 references not related to you

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony? Y N  
If yes please explain giving dates and locations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any relatives employed by Henderson Settlement? Y N  
If yes provide Name, Relationship and Job Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Employees related by blood or marriage cannot work in the same department or division. In cases where we employ you and a person related to you by blood or marriage, neither of you can have supervisory authority over the other without approval of the Executive Director and/or the Board of Directors.*

**AGREEMENT**

I certify that all answers to the questions in this application are true, and I further understand that any false statements and/or omission in this application will be sufficient grounds for rejections of the application, or termination of employment without notice.

I authorize Henderson Settlement to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records, educational credentials and work experience checks. References obtained are done so in confidence and I understand that my rights to review any reference material are waived.

I authorize Henderson Settlement to give me a pre-employment drug screening. I understand that by submitting this application, if I am considered for a position I will have to undergo a pre-employment drug test.

Prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility shall result in immediate termination of employment and/or any offer of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date