



**APPLICATION FOR EMPLOYMENT**

Date \_\_\_\_\_

**INSTRUCTIONS:** 1. Print legibly in INK only. 2. Answer all questions. 3. Carefully read acknowledgment on back, then sign / date.

Name \_\_\_\_\_  
(Last) (First) (Middle)  
Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Date Available for Work \_\_\_\_\_

Are you at least 18 years old? Yes  No

If hired, can you verify that you are authorized to work in the United States? Yes  No

Have you ever been convicted, pleaded guilty, or pleaded “no contest” to any felony, other than traffic violations in the past or are you a registered sex offender?

Yes  No  If yes, please explain (**NOTE:** Conviction will not necessarily disqualify applicant)

Have you applied for work at this church before? Yes  No  Have you ever worked for this church before? Yes  No

Type of work or position applied for \_\_\_\_\_ Referred by \_\_\_\_\_

Interested in \_\_\_\_\_ Full Time \_\_\_\_\_ Part-time \_\_\_\_\_ Other \_\_\_\_\_ Social Security #: \_\_\_\_\_

What days and hours are you available to work? \_\_\_\_\_

On what date are you available to work? \_\_\_\_\_ Rate of Pay Expected \$ \_\_\_\_\_ per \_\_\_\_\_

**EMPLOYMENT RECORD—List your last three employers. Begin with your present or most recent position.**

Name of organization \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Title of job or position held \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Duties performed \_\_\_\_\_  
Starting salary \$ \_\_\_\_\_ Salary at leaving \$ \_\_\_\_\_ Length of work week \_\_\_\_\_ hours  
Reason for leaving \_\_\_\_\_

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Title of job or position held \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Duties performed \_\_\_\_\_

Starting salary \$ \_\_\_\_\_ Salary at leaving \$ \_\_\_\_\_ Length of work week \_\_\_\_\_ hours

Reason for leaving \_\_\_\_\_  
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Have you ever been discharged or asked to resign by another employer? Yes  No   
If yes, please explain:

May we contact the employers listed above? Yes  No  If not, please indicate which ones you do not wish us to contact.

**REFERENCES**—List three persons who are well acquainted with you. Do not give names of relatives, former employers, your schoolteachers, or anyone under 21 years of age.

Name	Address	Telephone Number	No. of Years Acquainted	Occupation

**EDUCATION**

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate	Degree or Diploma
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College \_\_\_\_\_

High \_\_\_\_\_

Elementary \_\_\_\_\_

Other \_\_\_\_\_

**US MILITARY RECORD**

Are you a veteran of the United States military service? Yes  No

## **ACKNOWLEDGMENT OF UNDERSTANDING AND CONSENT**

**PLEASE READ BEFORE SIGNING. If you have any questions regarding this statement, please ask them of an employment interviewer before signing.**

This organization does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age, or disability. Because we are a religious organization, St John Lutheran Church retains the right to give preference in hiring to members of our church or persons who are members in good standing of a Lutheran Church-Missouri Synod (LCMS) congregation.

It is understood that this application is not an obligation to provide employment. The application will be kept active for three months and it must be renewed to be active for a longer period.

I hereby certify that the statements made in this employment application are true and complete, to the best of my knowledge, and I authorize investigation of those statements. I understand that falsification, misrepresentation, or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal from St John Lutheran Church, if I have been employed.

St John Lutheran Church has the right, exercisable at any time, and without notice, to change wages, to change or eliminate benefits and policies, as well as to terminate, with or without cause, the employment relationship. I understand that no manager or representative of St John Lutheran Church, other than the Senior Pastor or the President of St John Lutheran Church, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that all employees of St John Lutheran Church and School are expected to respect the official doctrines of The Lutheran Church—Missouri Synod and to pursue lifestyles that are morally in harmony with its teachings.

I agree that I have read and understand the above acknowledgments and agreements and recognize all of the above as conditions of employment.

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Signature

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Date

AUTHORIZATION AND RELEASE

In connection with my application for employment, I understand that a consumer report and/or an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, and with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: driving record, criminal record, education, credentials, credit, and references. I voluntarily and knowingly authorize St John Lutheran Church and School and/or its agents to verify any aspects of the information contained in my employment application or through public or private sources. I further understand that misrepresentation or omissions in my employment application may be cause for rejection or may be cause for subsequent dismissal if I am hired.

According to the Fair Credit Reporting Act (FCRA), I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source that provided the information.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school, or government agency, its officers, employees and agents to release any and all information concerning my former employment to you or your agent. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless you, your agents and any former employer, person, firm, corporation, school, or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of actions, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any such information to you, your agents, or consumer reporting agency.

I hereby authorize you to procure a consumer report as part of the preemployment background investigation. If hired, I acknowledge and agree this authorization shall remain on file and shall serve as an ongoing authorization for you to procure consumer reports at any time during my employment period.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

The following information is required by law enforcement agencies and other entities for positive identification purposed when checking public records. It is confidential and will not be used for any other purposes when checking public records. Please print clearly:

Name: Last, First, Middle: \_\_\_\_\_

Other names used – include maiden name, aliases, and nicknames: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Other addresses in the last 7 years:

\_\_\_\_\_ How long at this address? \_\_\_\_\_

\_\_\_\_\_ How long at this address? \_\_\_\_\_

\_\_\_\_\_ How long at this address? \_\_\_\_\_

Telephone number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Type of License: \_\_\_\_\_ State issued: \_\_\_\_\_