

GRACE LUTHERAN CHURCH APPLICATION FOR EMPLOYMENT

Incomplete information could disqualify you from further consideration. Please complete all fields.

Position Applying for: _____

PERSONAL INFORMATION

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the United States? ___Yes ___No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
___Yes ___No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ___Yes ___No

EDUCATION

	Name & Location of School	# of Years Attended	Degree Received	Subjects Studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Are you currently employed? _____ If so may we inquire of your present employer? _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

Computer Skills (please describe): _____

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Company Name:	Telephone Number:
Address:	Dates of Employment:
Name of Supervisor:	Reason for Leaving:
State Job Title and describe the position:	

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Name of Supervisor:	Reason for Leaving:
State Job Title and describe the position:	

Have you ever been terminated from employment or asked to resign by an employer? ___Yes ___No

If **yes**, please provide company names and details _____

REFERENCES Give the names of three professional references, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

REFERRAL SOURCE

How did you hear about us? (please circle one)

Church Posting

Church Member Referral

Internet Job Board

Social Media Posting

Employee Referral

Other: _____

Please read carefully before signing.

Grace Lutheran Church is an equal opportunity employer. Grace Lutheran Church does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Grace Lutheran Church to hire me. If I am hired, I understand that either Grace Lutheran Church or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Grace Lutheran Church has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Grace Lutheran Church true and complete information on this application. No requested information has been concealed. I authorize Grace Lutheran Church to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Applicant Signature

Date