

# SALEM LUTHERAN CHURCH OF DEERWOOD



APPLICATION

FOR

EMPLOYMENT

**Please return the completed application to the Salem Lutheran Church Office**

Equal Opportunity Employer

Salem Lutheran Church of Deerwood does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, creed, disability, marital status, status with regard to public assistance, veteran status, sexual orientation, local human rights commission participation, or any other factors identified and protected by Federal, State, or local legislation. No question on the application is intended to be used for such discrimination.

*(Please print in ink and answer every question)*

## PERSONAL INFORMATION

Date of Application:

Name:

Last

First

Middle

Present

Address:

Street

City

State

Zip

Permanent

Address:

Street

City

State

Zip

Telephone:

Home

Business

Cell

## EMPLOYMENT DESIRED

Type of work or position desired:

Full-Time  Part-Time  Temporary

Date available for work:

How were you referred to Salem Lutheran Church?

## EDUCATION

Type of School	Name and Location of the School	Major Course	Minor Course	Did You Graduate?	Degree	GPA
High School						
College or University						
Graduate or Law School						
Business or Vocational						
Other						

List courses/subjects studied that you feel would help you in the position for which you are applying.

**CLERICAL SKILLS** *(Complete this section only if applying for clerical position)*

Indicate any skills you have acquired through training and/or experience.

- |   |  |
|---|--|
| <input type="checkbox"/> Typing Speed _____ wpm                   | <input type="checkbox"/> Dictaphone Transcription      |
| <input type="checkbox"/> Word Processing (specify equipment used) | <input type="checkbox"/> 10 Key                        |
| <input type="checkbox"/> Spreadsheet Applications                 | <input type="checkbox"/> Shorthand                     |
| <input type="checkbox"/> Other (specify) _____                    | <input type="checkbox"/> Data Entry Terminal Operation |

**EMPLOYMENT HISTORY**

Starting with present or most recent, list all previous employers. Include self-employment, military service, summer and part-time jobs. This may include volunteer experience which relates to the job for which you are applying. If necessary, use an additional sheet of paper. For positions you held more than five years ago, do not include dates of employment.

Dates Employed: From: _____ To: _____		Position Title:
Company Name and Address:		Job Duties:
Full Name and Title of Supervisor:		Salary: Start: _____ End: _____
Reason for leaving. If discharged or asked to resign, please explain:		

Dates Employed: From: _____ To: _____		Position Title:
Company Name and Address:		Job Duties:
Full Name and Title of Supervisor:		Salary: Start: _____ End: _____
Reason for leaving. If discharged or asked to resign, please explain:		

Dates Employed: From: _____ To: _____		Position Title:
Company Name and Address:		Job Duties:
Full Name and Title of Supervisor:		Salary: Start: _____ End: _____
Reason for leaving. If discharged or asked to resign, please explain:		

# GENERAL INFORMATION

SALARY REQUIREMENTS \_\_\_\_\_

IF HIRED, CAN YOU SUBMIT PROOF THAT YOU ARE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM A POSITION?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN:

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ YES                      \_\_\_\_\_ NO  
*- A conviction will not be an absolute bar to employment.*

MAY WE CONTACT YOUR CURRENT EMPLOYER?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

NAME THREE INDIVIDUALS WE MAY CONTACT FOR A REFERENCE. THESE INDIVIDUALS SHOULD BE WILLING TO DISCUSS YOUR WORK EXPERIENCE.

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

## APPLICANT'S STATEMENT (Please read carefully before signing.)

I certify that all statements I have made on this application are true and complete to the best of my knowledge; I have withheld nothing. I understand that an omission or misrepresentation of fact may result in refusal of employment or, if I have been hired, immediate dismissal.

This employment application and any other firm documents or manuals do not constitute contracts of employment. Employment by the firm is at-will. Any individual who is hired may voluntarily leave employment or may be terminated by the firm at any time for any reason with or without notice. No one has the authority to make any promise or agreement to the contrary, orally or in writing, except as a written agreement signed by the chief executive of the firm.

I authorize the investigation of all statements I have made in this application and grant permission to contact references listed above.

I hereby acknowledge that I have read the above statement and understand it. I agree to its terms.

Signature of Applicant \_\_\_\_\_ Witnessed by \_\_\_\_\_ Date \_\_\_\_\_