



## Employment Application

It is the policy of Resurrection Lutheran Church not to discriminate in its employment and personnel policies because of a person's sex, age, race, religion, disability or national or ethnic origin, or other protected class.

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Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

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Other name(s) previously known by \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

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Street Address \_\_\_\_\_ City, State Zip Code \_\_\_\_\_ Evening Telephone Number \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No

Alien ID Number \_\_\_\_\_

*All applicants will be required to furnish proof of identity and legal work authority within 3 business days of hire.*

Social Security Number: \_\_\_\_\_ Check if you are under 18 years of age

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Do you have a valid driver's license to operate an automobile in this state?  Yes  No

Driver's License Number: \_\_\_\_\_

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Position you are applying for: \_\_\_\_\_ Check this box if you are applying generally

What is your desired salary? \_\_\_\_\_

If you are applying for a specific opening, how did you learn of it? \_\_\_\_\_

Are you available for full-time work?  Yes  No If no, what hours/days can you work? \_\_\_\_\_

Will you work overtime, if required?  Yes  No

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations?  Yes  No

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### EDUCATION

**High School**    9    10    11    12    (Circle Highest Grade Completed)

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate?  Yes  No

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**College/University** 1    2    3    4    (Circle Highest Grade Completed)

Name of College/University: \_\_\_\_\_ Address: \_\_\_\_\_

Dates attended: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Degree/Course of Study: \_\_\_\_\_

**Graduate School or Vocational/Technical/Business Training:**

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Dates attended: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Course of Study: \_\_\_\_\_

Did you graduate?  Yes  No

Have you ever been convicted of a felony?  Yes  No

*(Conviction is not an automatic bar to consideration for employment)*

If you answered, "Yes" to the above, please explain:

**EMPLOYMENT HISTORY**

(Attach additional sheet, if necessary.)

**List all employment in the past ten years, most recent job first; include military service.**

**Resurrection Lutheran Church contacts prior employers to obtain references regarding work history, conduct and suitability for employment.**

Name of Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

City, State: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_ Duties: \_\_\_\_\_

Employment Dates: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_ Reason for Leaving: \_\_\_\_\_

Beginning Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

If currently employed by above, may we contact this employer?  Yes  No

If no, why not? \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

City, State: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_ Duties: \_\_\_\_\_

Employment Dates: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_ Reason for Leaving: \_\_\_\_\_

Beginning Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

City, State: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_ Duties: \_\_\_\_\_

Employment Dates: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_ Reason for Leaving: \_\_\_\_\_

Beginning Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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**PERSONAL REFERENCES**

Please list three personal references.

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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Please list any other relevant skills or education that you may have \_\_\_\_\_

Please list any hobbies/activities that you enjoy \_\_\_\_\_

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I verify that all of the information on this application and attachments is true, correct and complete. I have not withheld any information requested by Resurrection Lutheran Church. I understand that false, misleading, incomplete or omitted information will result in rejection of my application, reprimand or termination from employment, whenever discovered.

I authorize Resurrection Lutheran Church and its agents to confirm all information provided on this application and attachments (including resumes) and to investigate my suitability for employment.

This application is not a job offer or employment contract with Resurrection Lutheran Church for any specific time period. If hired, my employment will be for an indefinite time period and I may resign or be terminated by Resurrection Lutheran Church at any time without notice or requirement of cause.

I further understand and agree that no employee or official of Resurrection Lutheran Church has any authority to alter the terms of my at-will employment through oral statements or promises. In order to be binding on Resurrection Lutheran Church, any agreement or promise that alters this policy must be in writing and signed by the Executive Committee.

Any conditional offer of employment by Resurrection Lutheran Church is subject to successful completion of all employment requirements including but not limited to verifying employment and personal references.

If employed, I agree to abide by and comply with all of Resurrection Lutheran Church policies, rules and procedures.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature