



Resurrection

LUTHERAN

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.

Last Name	First	Middle
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Other name(s) previously known by	Daytime Telephone Number	Email Address
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Street Address	City, State, Zip	Evening Telephone Number
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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 ☐

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

Driver's License Number: _____

Position you are applying for: _____ What is your desired salary? _____

How did you learn about this open position? ☐ Indeed.com ☐ Craigslist.com ☐ RLC Website ☐ Other

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

EDUCATION

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

Name of School: _____ Address: _____

Did you graduate? ☐ Yes ☐ No ☐ GED

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: \$_____

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: _____

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

Please list any hobbies/activities that you enjoy _____

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