

## Non-Rostered Employment Application Living Saviour Lutheran Church

**POSITION OF INTEREST** \_\_\_\_\_ **DATE** \_\_\_\_\_

This application should be completed in your own handwriting and in ink. Please answer every question truthfully and completely. **PLEASE PRINT ALL INFORMATION:**

NAME (LAST, FIRST, MIDDLE)		SOCIAL SECURITY #
PRESENT ADDRESS – STREET		TELEPHONE NO.
CITY, STATE	ZIP CODE	E-MAIL
HOW WERE YOU REFERRED TO LIVING SAVIOUR LUTHERAN CHURCH (LSLC)?	HAVE YOU APPLIED TO LSLC BEFORE?  DATE:	ARE YOU PRESENTLY EMPLOYED?
HAVE YOU BEEN PREVIOUSLY EMPLOYED BY A CHURCH? IF SO, WHEN AND WHERE?  HAVE YOU EVER WORKED FOR A CHURCH IN A CAPACITY OTHER THAN AN EMPLOYEE (SUCH AS AN INDEPENDENT CONTRACTOR, TEMPORARY OR LEASED EMPLOYEE)? IF SO, WHEN?		ARE YOU AT LEAST 18 YEARS OF AGE?
DO YOU HAVE ANY RELATIVES IN OUR EMPLOYMENT OR WHO HAVE PENDING OFFERS OF EMPLOYMENT IF YES, PLEASE LIST:		
NAME	RELATION	LOCATION

**LIVING SAVIOUR LUTHERAN CHURCH IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, AGE, COLOR, NATIONAL ORIGIN, RELIGION, DISABILITY, VETERAN STATUS OR ANY OTHER CRITERION PROTECTED BY LAW. APPLICATIONS FROM APPLICANTS CONSIDERED FOR EMPLOYMENT BUT NOT SELECTED WILL BE KEPT ON FILE FOR 30 DAYS.**

## ACADEMIC TRAINING

SCHOOLS ATTENDED NAMES & LOCATIONS	DEGREE & YEAR COMPLETE	COURSE OR MAJOR SUBJECT(S)	MINOR	GPA
HIGH SCHOOL				
COLLEGE(S)				
GRADUATE SCHOOL				
MILITARY HISTORY	BRANCH		FINAL RANK	
OTHER TRAINING				

## OTHER SKILLS / INFORMATION

<p>ARE YOU PRESENTLY AUTHORIZED TO WORK IN THE U.S. ON A FULL-TIME BASIS?</p>
<p>HAVE YOU EVER BEEN CONVICTED OF A FELONY, MISDEMEANOR (EXCLUDING MINOR TRAFFIC OFFENSES), MILITARY CRIME OR COURT MARTIALED? IF SO, PLEASE EXPLAIN:</p>
<p>A RECORD OF CONVICTIONS WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT.</p>

## FOREIGN LANGUAGES

<p>INDICATE FLUENCY RATING (1 - EXCELLENT, 2 – ABOVE AVERAGE, 3 – AVERAGE, 4 - WEAK)</p>
<p><b>SPEAK</b></p>
<p><b>READ</b></p>
<p><b>WRITE</b></p>

## LIST BELOW THREE BUSINESS OR ACADEMIC REFERENCES NOT RELATED TO YOU AND WHO MAY BE CONTACTED.

NAME	ADDRESS: STREET, CITY, STATE & ZIP	POSITION	TELEPHONE NO.

## EMPLOYMENT HISTORY

**IMPORTANT** – List every employment from the past 10 years whether or not it seems relevant to position applied for. If lapse occurred between periods of employment, give dates of and reason(s) for unemployment. If you need more space, include a separate sheet of paper.

### PRESENT OR LAST EMPLOYER

NAME OF EMPLOYER	ADDRESS OF EMPLOYER	DATE STARTED	DATE ENDED
TELEPHONE	SUPERVISOR'S NAME & TITLE	DEPARTMENT	ENDING SALARY
YOUR TITLE	REASON FOR LEAVING		STARTING SALARY
DESCRIPTION OF DUTIES			

### NEXT PREVIOUS EMPLOYER

NAME OF EMPLOYER	ADDRESS OF EMPLOYER	DATE STARTED	DATE ENDED
TELEPHONE	SUPERVISOR'S NAME & TITLE	DEPARTMENT	ENDING SALARY
YOUR TITLE	REASON FOR LEAVING		STARTING SALARY
DESCRIPTION OF DUTIES			

### NEXT PREVIOUS EMPLOYER

NAME OF EMPLOYER	ADDRESS OF EMPLOYER	DATE STARTED	DATE ENDED
TELEPHONE	SUPERVISOR'S NAME & TITLE	DEPARTMENT	ENDING SALARY
YOUR TITLE	REASON FOR LEAVING		STARTING SALARY
DESCRIPTION OF DUTIES			

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NAME OF EMPLOYER	ADDRESS OF EMPLOYER	DATE STARTED	DATE ENDED
TELEPHONE	SUPERVISOR'S NAME & TITLE	DEPARTMENT	ENDING SALARY
YOUR TITLE	REASON FOR LEAVING		STARTING SALARY
DESCRIPTION OF DUTIES			

Please indicate any other name you used. \_\_\_\_\_

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**IF YOU HAVE ANY QUESTIONS REGARDING THE FOLLOWING STATEMENTS, PLEASE ASK THEM OF AN EMPLOYMENT INTERVIEWER BEFORE SIGNING.**

I hereby authorize investigation of all statements contained in this record and acknowledge that the church may conduct a background investigation on me. I certify that all my statements on this application are true, complete and correct. I understand that any misrepresentation or omission of facts may disqualify me or be a cause for subsequent termination if I am hired. I understand that any offer of employment is contingent upon successful completion of a drug test. If employed, I shall conform to the policies and rules of the church and will consider all salary and proprietary information of the church confidential.

I authorize any references to give you any information, including opinions, which they may have regarding my character and fitness for work with the church congregation.

I also understand that any offer of employment with LSLC is conditioned upon my submitting documents verifying my identity and employment eligibility as prescribed by the *Immigration Reform and Control Act of 1986*. If I fail to comply with this requirement, LSLC's employment offer is automatically rescinded. If I falsify statements or documents required to verify my identity and employment eligibility, I may be subject to imprisonment and/or fined under federal law.

I understand that nothing contained in this Employment Application or in the granting of an interview is intended to create an employment contract between LSLC and myself. I understand that if I am employed, I have the right to terminate my employment at any time and that LSLC retains a similar right – that the employment relationship will be employment-at-will. I certify that I am genuinely interested in working for LSLC in the position for which I am applying and am submitting this Employment Application for no other purpose.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_