

Faith Lutheran Church  
886 N Shore Drive  
Forest Lake MN 55025  
651-464-3323

## EMPLOYMENT APPLICATION

Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ E-mail \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position desired: \_\_\_\_\_ Date available to start: \_\_\_\_\_

What hours and days are you available to work? \_\_\_\_\_

If hired, what salary or rate of pay do you expect to receive? \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No  
*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18?  Yes  No  
*(If no, you may be required to provide authorization from a parent or guardian)*

Have you ever applied to, or worked for Faith Lutheran Church before?  
If yes, please give date: \_\_\_\_\_  Yes  No

## Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

## Employment History

(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above?       Yes       No

Please list any additional education, training, or skills that qualify you for the position to which you are applying

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?  Yes\*  No

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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### Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

### References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

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*Equal Employment Opportunity*

Faith Lutheran Church will comply with the Equal Employment Opportunity and Affirmative Action Policy and will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, age, gender, sexual preference, national origin, marital status, status with regard to public assistance, disability, or veteran status. Neither does the church discriminate against any employee regarding training during employment, rates of pay or other forms of compensation, selection for training and discipline, layoffs, or termination. Faith Lutheran Church will comply with the Americans with Disabilities Act and does not discriminate against physically or mentally challenged persons in employment or employee programs and activities.

*Employment At Will*

All employees of Faith Lutheran Church, except those called by the congregation, are employees "at will" which means that either Faith Lutheran Church or the employee has the right to terminate employment at any time. New employees are also subject to a 90-day probationary period. Called employees are subject to the provisions as stated in the Constitution and By-laws of Faith Lutheran Church.

*Certification and Release*

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Faith Lutheran Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability because of such contact.

Any offer of employment is subject to successful completion of a background check. New employees are also subject to a 90-day probationary period.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_