

Grace Lutheran Church
1730 Old Hudson Road
Saint Paul, MN 55106-6199
651-774-9617

Number: 6.2.4
Effective Date: 5/17/2016

APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER AN AFFIRMATIVE ACTION EMPLOYER

(Please Print Plainly)

Date _____

Name _____ Soc. Sec. No. _____
Last First Middle

Present address _____
No. Street City State Zip

Phone # _____ Business # _____ Cell Phone # _____ Email _____

Are you legally eligible for employment in the United States of America? Yes No

Type of work or position desired _____ Full-Time Part-Time

How were you referred to us? _____ Earliest Date Available _____

Record of Education

School	Name and Address of School	Course of Study	Last Year Completed	Did You Graduate?	Diploma Or Degree
Elementary and/or	_____		9_ 10	Yes	_____
High	_____		11 12	No	_____
College	_____		1 2_ 3_ 4	Yes No	_____

Other training received: i.e. training courses, workshops, special courses, armed services training, etc. relative to the position in which you are applying: Please estimate# of hours of training received:

EMPLOYMENT HISTORY

List below all present and past employers, beginning with your most recent. Please be thorough.
If you need additional space, attach a separate sheet with the same required information.

I.

Name of Last or Present Employer		Street Address			City	State	Zip
Month/Year Started	Month/Year Left	Earnings at Start	at End	Full-Time	Part-Time		
Supervisor's Name & Title		Phone:	Reason for Leaving				
Describe Major Duties and Responsibilities:							

II.

Name of Last or Present Employer		Street Address			City	State	Zip
Month/Year Started	Month/Year Left	Earnings at Start	at End	Full-Time	Part-Time		
Supervisor's Name & Title		Phone:	Reason for Leaving				
Describe Major Duties and Responsibilities:							

III.

Name of Last or Present Employer		Street Address			City	State	Zip
Month/Year Started	Month/Year Left	Earnings at Start	at End	Full-Time	Part-Time		
Supervisor's Name & Title		Phone:	Reason for Leaving				
Describe Major Duties and Responsibilities:							

IV.

Name of Last or Present Employer		Street Address		City	State	Zip
Month/Year Started	Month/Year Left	Earnings at Start	at End	Full-Time	Part-Time	
Supervisor's Name & Title		Phone:	Reason for Leaving			
Describe Major Duties and Responsibilities:						

May we contact the employers listed above? ___ If not, indicate by Number the one(s) you do not wish us to contact. _____

Length of experience (all employers) similar to position applied for: Years___ Months

Do you have a valid Minnesota Driver's License? ___ Class Restrictions? _____

Have We Missed Something Important?

Please use the space below to indicate any special skills, interests, qualification, memberships, etc. that may be helpful to us evaluating your suitability/qualifications for the job: _____

In case of an emergency, notify: _____
Name Address Phone

A record of criminal conviction is not an automatic bar to employment. Grace Lutheran will consider the nature of the conviction in relation to the job at issue, the amount of time since conviction, employment history and all other relevant facts and circumstances in making the hiring decision.

Have you ever been convicted of a felony? ___ If yes, explain: _____

Personal References: List three persons who are not related to you who would have knowledge of your qualifications for the position for which you are applying, such as present and/or former co-workers, teachers, etc. Do not repeat names of supervisors listed under employment history.

Name and Occupation	Years Known	Complete Address	Phone Number
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release such parties from all liability from any damages which may result from furnishing such information to you.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from employment with Grace Lutheran church, if employed. I understand that employment with Grace Lutheran Church is at the will of the Church or me and is for no definite period of time and may be terminated by me or by the Church with or without cause at any time. Employment and its terms are subject to all current and future approved Grace Lutheran Church policies.

Signature of Applicant _____ .Date _____