

Employment Application

We are an Equal Opportunity Employer

Our Saviour's Lutheran Church
 19001 Jackson Street NE
 East Bethel, MN 55011
 763-434-6117
 763-434-0394 (fax)
 www.oursaviourslc.org

Please Print

Last Name	First Name	Middle Initial	
Address	City	State	Zip
Position or type of work applying for:			Phone Number
			Rate of Pay Expected \$ _____ per

General Information

Are you applying for Full Time , Part Time , or Temporary work?
 What days and hours are you available to work? _____
 On what date are you available to start work? _____ Are you willing to work overtime? Yes No
 Are you at least 18 years old? Yes No
 If not, can you provide a valid Work Permit, high school diploma, or equivalent? Yes No
 What languages do you speak, read, or write fluently? _____
 If hired, can you verify that you have the legal right to work in the United States? Yes No
 How long have you lived at your current address? _____
 Are you presently on layoff from another job and subject to recall? Yes No
 If yes, please explain _____
 Have you ever served in the Armed Forces? Yes No If so, what branch? _____
 Do you have any special skills, training, or experience which may help you qualify for employment? Yes No
 If so, please explain: _____

 Do you have any certificates or licenses which may help you qualify for employment? Yes No
 If so, please list: _____

 Do any of your relatives work for this church? Yes No If so, who? _____
 Have you ever applied for work at Our Saviour's before? Yes No
 Have you ever worked for this church before: Yes No If so, when? _____
 Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes No
 If so, please explain (Note: Conviction will not necessarily disqualify applicant) _____

 How did you find out about this employment opportunity? _____

Educational Background

Type of School	Name & Address	# of Years Attended	Graduated?	Course / Major
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Post Graduate			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business/Seminary			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employment Experience

Please start with your most recent job and include all periods of employment, self-employment, job-related military service, and volunteer work.

From:	Employer's Name/Address/Phone	Start Pay \$	Job Title	Reason for Leaving
To:		Last Pay \$		
Describe the work you did:				

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To:		Last Pay \$		
Describe the work you did:				

May we contact the employers listed above? Yes No If not, please indicate which ones you do not wish us to contact. _____

Personal References

(Please do not list relatives or former employers:)

Name & Occupation	Address	Phone Number

Certification and Acknowledgement

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application of Employment form will be considered grounds for termination.

I authorize the church to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the church any and all information they may have concerning my previous employment. In addition, I hereby release the church, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.

I acknowledge that, prior to or during my employment, the church may require any legal testing and/or examination, including but not limited to, medical, physical, drug and/or alcohol, psychological, and skill and aptitude.

I also acknowledge that, if employed, both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the church and may not be modified by any oral or implied agreement.

Applicant's Signature: _____ Date: _____