



APPLICATION FOR EMPLOYMENT

Answer all questions completely in your own handwriting and in ink. Peace Lutheran Church and Preschool is an Equal Opportunity Employer. No question on this application is intended to be discriminatory under any applicable Fair Employment Practices Law. All employment offers are contingent upon proof of your legal right to work in the USA and a criminal records check.

PERSONAL INFORMATION

Name _____ Are you a Peace Member? ___ No ___ Yes

Address _____ Are any relatives Peace members? ___ No ___ Yes

City _____ St _____ Zip _____ Are you 18 or older? ___ No ___ Yes

Home Phone _____ Cell Phone _____ Which preferred? _____

E-mail Address _____ @ _____

Are you able to provide proof of your eligibility to work in the USA? ___ No ___ Yes

Have you ever worked under a different name? ___ No ___ Yes, name _____

Have you ever been convicted of 1) a felony, or 2) a misdemeanor that was sex-/drug-/alcohol-related? ___ No ___ Yes

Conviction will not necessarily disqualify applicant.

If yes, list offense, date and disposition of case _____

EMPLOYMENT INTEREST

Position Desired _____ Date Available _____

Do you have reliable transportation? ___ No ___ Yes Driver's License # _____

Has your license ever been suspended? ___ No ___ Yes, when and why? _____

EDUCATIONAL INFORMATION

Name of School (City, State)	Course of Study	Years Attended	Graduate?	Degree	GPA
High School			___ No ___ Yes		
Business/Technical School			___ No ___ Yes		
College			___ No ___ Yes		
Graduate School			___ No ___ Yes		

Use the space below and the back of this page to list other pertinent education, training or certification you have received.

EMPLOYMENT HISTORY

Begin with most recent position and work back in time.

Employer Name	Phone Number	From: Mo/Yr	To: Mo/Yr
Address (City, St, Zip)	Job Title(s)		
Supervisor's Name & Title	Duties		
Reason for Leaving	May we contact this employer? _____Yes _____No		

Employer Name	Phone Number	From: Mo/Yr	To: Mo/Yr
Address (City, St, Zip)	Job Title(s)		
Supervisor's Name & Title	Duties		
Reason for Leaving	May we contact this employer? _____Yes _____No		

Employer Name	Phone Number	From: Mo/Yr	To: Mo/Yr
Address (City, St, Zip)	Job Title(s)		
Supervisor's Name & Title	Duties		
Reason for Leaving	May we contact this employer? _____Yes _____No		

Employer Name	Phone Number	From: Mo/Yr	To: Mo/Yr
Address (City, St, Zip)	Job Title(s)		
Supervisor's Name & Title	Duties		
Reason for Leaving	May we contact this employer? _____Yes _____No		

PROFESSIONAL/PERSONAL REFERENCES

Name _____ Title _____

Home Phone _____ Work Phone _____ Which preferred? _____

Address _____ Relationship to You _____

Years Known _____

PROFESSIONAL/PERSONAL REFERENCES

Name _____ Title _____

Home Phone _____ Work Phone _____ Which preferred? _____

Address _____ Relationship to You _____

Years Known _____

PROFESSIONAL/PERSONAL REFERENCES

Name _____ Title _____

Home Phone _____ Work Phone _____ Which preferred? _____

Address _____ Relationship to You _____

Years Known _____

PREVIOUS ADDRESSES

If you have lived at your current address for less than seven years, provide information on all addresses during that period.

Address _____ From _____ To _____

City _____ State _____ Zip _____

Address _____ From _____ To _____

City _____ State _____ Zip _____

Address _____ From _____ To _____

City _____ State _____ Zip _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Peace Lutheran Church and Preschool does not discriminate in its employment practices against any person because of race, national or ethnic origin, gender, sexual orientation, age or disability. I acknowledge that it is necessary for Peace Lutheran Church and Preschool to take into account the religious convictions of applicants for some positions. I also understand that, for the sake of good order in the congregation, some positions are not open to Peace members or those related to Peace members.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that the falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid, and receive benefits, only through the day of release.

I authorize Peace Lutheran Church and Preschool to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form and accompanying resume or other documentation to provide Peace Lutheran Church and Preschool with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing any and all such information and opinion to Peace Lutheran Church and Preschool. I waive the right to personally view any reference given to Peace Lutheran Church and Preschool.

I authorize Peace Lutheran Church and Preschool to run a thorough criminal records check, and understand that the discovery of a criminal history may or may not disqualify me for consideration for employment, or, if hired, may subject me to dismissal. If I am released under these circumstances, I further understand that I will be paid, and received benefits, only through the day of release.

I acknowledge that, prior to or during 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 aptitude.

I understand that this is only an application for employment and that no employment contract is being offered at this time. I understand that all offers of employment are contingent upon my providing satisfactory documentary proof of my identity and legal right to live and work in the United States.

I acknowledge that, if employed, both the church and I have the right to terminate the employment relationship. Employment At Will would remain in effect throughout my employment with the church and could not be modified by an oral or implied agreement.

I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application.

Signature of Applicant

Date

After completing this application, attach a current resume and cover letter and mail or fax it to:

Peace Lutheran Church
Office Manager
20 Northdale Blvd. NW
Coon Rapids, MN 55448

FAX: 763-757-4461

PHONE: 763-757-4459