

**NORTH HEIGHTS LUTHERAN CHURCH**  
**APPLICATION FOR EMPLOYMENT**  
(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but is merely intended to provide information necessary to evaluate suitability for employment. It is the policy of North Heights Lutheran Church to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, race, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state or federal law and is not in violation of our Statement of Faith. It is also the policy of North Heights Lutheran Church to have the option of conducting pre-employment screening before a job offer is made. This application remains in force for 180 days.

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last Name First Middle

Present Address: \_\_\_\_\_  
Number and Street

\_\_\_\_\_

City State Zip Code

Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Social Security No. \_\_\_\_\_

**EDUCATION**

High School Attended	City, State		Did you earn a Diploma
Undergraduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Graduate School Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Business, Trade or Other School	City, State	Areas of Study	Degree/Certificate/Diploma

**EMPLOYMENT HISTORY**

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

**Please list below your last three employers beginning with the most recent.**

<b>Most Recent Employer</b>	City		State	Zip Code	Telephone No.
Position Held	Dates:	From	To	Pay Rate Upon Leaving	Supervisor
Duties			Reason for Leaving		

### EMPLOYMENT HISTORY (CON'T)

Next Most Recent Employer	City		State	Zip Code	Telephone No.
Position Held	Dates:	From	To	Pay Rate Upon Leaving	Supervisor
Duties			Reason for Leaving		
Next Most Recent Employer	City		State	Zip Code	Telephone No.
Position Held	Dates:	From	To	Pay Rate Upon Leaving	Supervisor
Duties			Reason for Leaving		

### EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary:
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Do You Prefer:  Full-Time  Part-Time Can You Work Evenings/Weekends  Yes  No

**Please answer the following questions. When necessary, note question number and explain on separate sheet of paper.**

1) Are you at least 18 years of age and legally eligible for work in the United States?  Yes  No

(If no, please explain)

2) Have you ever been convicted of, or pled guilty to, a felony or other crime?  Yes  No

(If yes, please explain)

3) Have you ever been discharged or asked to resign from a job?  Yes  No

(If yes, please explain)

4) Have you received a description of the job you are applying for?  Yes  No

(If no, please explain)

5) Do you understand the job requirements?

Yes

No

(If no, please explain)

**REFERENCES**

1) Name:

Telephone No:

Address:

2) Name:

Telephone No:

Address:

3) Name:

Telephone No:

Address:

**PLEASE ATTACH A RESUME**

**JOB-RELATED SKILLS**

MS Word

Machinery/Equipment

MS Excel

PowerPoint

Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

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## APPLICANT'S CERTIFICATION AGREEMENT

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I certify that the information provided on this application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated.

I understand that any offer of employment by North Heights Lutheran Church (NHLC) is contingent upon (1) my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States, (2) successful completion of any pre-placement physical exam and/or drug/alcohol test that may be required by NHLC, and (3) satisfactory results on any criminal and/or other background check that may be conducted.

No promises concerning the nature or length on my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time and for any reason. I understand that nobody employed by NHLC may modify these conditions, except in a written document signed by the Church Administrator.

I authorize NHLC and its representatives to make an investigation of my past employment and educational background. I authorize any past or present employer, and educational institution, to release information concerning my employment and educational background by NHLC. I hereby release all persons, past and present employers, and educational institutions from any liability to me if they supply information to NHLC as part of its investigation.

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Signature

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Date