

# First English Lutheran Church

## Application for Employment

Please PRINT and answer every question.

Date Completed \_\_\_\_\_

\_\_\_\_\_  
Name (First) (Middle) (Last)

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Address (Number) (Street)

\_\_\_\_\_  
Length of Time at Address

\_\_\_\_\_  
(City) (State) (Zip)

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

Position you are applying for \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Desired Salary Range \_\_\_\_\_ Date Available to Start \_\_\_\_\_

Yes No Are you 18 years of age or older?

Yes No Are you presently employed? If yes, why do you wish to change your position? \_\_\_\_\_

Please account for any period of unemployment for the past 5 years:

Please specify hours available for each day of the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you looking for: (please circle one)

Part Time Full Time Temporary

Education (Circle highest completed) High School Some College College

Yes No After employment, can you provide verification of your legal right to work in the United States?

Yes No After employment, can you submit verification of a valid Wisconsin drivers license?

Yes No Have you ever been convicted of a crime, other than minor traffic violations?

Yes No Do you have any current charges pending against you?

If yes, please describe all relevant details of the conviction or pending charges, including the date and nature of the conviction or charge and any other information you believe is appropriate to determine your fitness for employment in the position for which you are applying.

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*Note- Conviction of a crime is not an automatic bar to employment. We will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying. A criminal background check will be conducted if you are considered a finalist for a position.*

**Please list your most immediate past/current employer.**

Employers Name and Address	Telephone
Title and Nature of Duties	Supervisor Name
Reason for leaving	Salary/Hours per Week

**Please list your second most immediate past/current employer.**

Employers Name and Address	Telephone
Title and Nature of Duties	Supervisor Name
Reason for leaving	Salary/Hours per Week

**Please list your third most immediate past/current employer.**

Employers Name and Address	Telephone
Title and Nature of Duties	Supervisor Name
Reason for leaving	Salary/Hours per Week

**Please use the space below to describe your interest in working for the First English Lutheran Church and the skills and aptitudes that you feel qualify you for a position with us. You may wish to include any civic and community activities, special training or skills. If you need more space please use a separate piece of paper.**

**PLEASE READ BEFORE SIGNING**

If you have any questions regarding this statement, please ask them of the person who provided you with this application. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. I certify that the information provided in this application is true and complete; I understand that any misrepresentation or omission may be grounds for rejection or my application or, if I am employed, for my dismissal. I authorize all persons to respond to inquiries concerning me, to supply verification of information provided in this application, to provide an evaluation of my prior work performance and to comment on my background and character, and I release them from all liability and responsibility arise from them doing so. In consideration for my employment, I agree that my employment and compensation can be terminated with or without cause, at any time, at the option of First English Lutheran Church or myself.

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Applicants Signature

Date