

Application for Employment

Saint Michael's Lutheran Church – Winchester, TX

Thank you for your interest in employment at Saint Michael's Lutheran Church (SMLC). Saint Michael's is a congregation of the Lutheran Church – Missouri Synod.



SAINT MICHAEL'S
LUTHERAN CHURCH • LCMS
WINCHESTER • TEXAS

Worship God. | Love One Another. | Serve All People.

PERSONAL INFORMATION

Legal Name _____
Last First Middle

Present Address _____
Street Address City State Zip Code

Previous Address _____
Street Address City State Zip Code

Home Phone: _____ Work Phone _____

Other Phone: _____ E-mail: _____

Religious Affiliation _____ Name, address and pastor of congregation _____

Are you 18 years or older? Yes No

Are you a citizen of the United States or do you have valid authorization to work in the United States? Yes No

WORK PREFERENCE

Type of work or position applied for _____ Referred by _____

Interested in Full-time Part-time Summer Salary required _____

Date available for work _____

Will you relocate if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No If no, please explain: _____

BACKGROUND INFORMATION

Have you been employed by us previously? Yes No If yes, when _____

Have you previously applied to SMLC? Yes No If yes, when _____

Do you have relatives in our church? Yes No If yes, name _____

Should you be employed by us, would you engage in any other business? Yes No

If yes, where and in what capacity? _____

Have you pled "guilty" or "no contest" to, or have been convicted of a crime? Yes No

If yes, please provide date (s) and details: _____

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

PERSONAL REFERENCES

List three persons, other than relatives or personal friends, who have knowledge of your work experience and/or education.

Name and Title	Telephone	Relationship to Applicant	Length of acquaintance
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EMPLOYMENT HISTORY

List your complete employment record including temporary, regular and part-time in date order with most recent first. List military serve, if applicable, as part of employment record.

MOST RECENT EMPLOYER – Are you currently working for this employer? Yes No If yes, may we contact? Yes No

Company Name _____ Telephone (____) _____

Address _____
Street Address City State Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employed From _____ Beginning Salary _____ Ending Salary _____ Full-time
Part-time

Brief job description _____

Reason for Leaving _____

Describe your duties: _____

List computer software or hardware, tools, vehicles, machinery, equipment, etc. used: _____

Company Name _____ Telephone (_____) _____

Address _____
Street Address City State Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employed From _____ Beginning Salary _____ Ending Salary _____ Full-time
Part-time

Brief job description _____

Reason for Leaving _____

Describe your duties: _____

List computer software or hardware, tools, vehicles, machinery, equipment, etc. used: _____

Company Name _____ Telephone (_____) _____

Address _____
Street Address City State Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employed From _____ Beginning Salary _____ Ending Salary _____ Full-time
Part-time

Brief job description _____

Reason for Leaving _____

Describe your duties: _____

List computer software or hardware, tools, vehicles, machinery, equipment, etc. used: _____

Company Name _____ Telephone (_____) _____

Address _____
Street Address City State Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employed From _____ Beginning Salary _____ Ending Salary _____ Full-time
Part-time

Brief job description _____

Reason for Leaving _____

Describe your duties: _____

List computer software or hardware, tools, vehicles, machinery, equipment, etc. used: _____

UNEMPLOYMENT

Account for all periods of two weeks or more for which you have been without work in the last five years.

FROM		TO		State reason
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

EDUCATION

School Name/Address	Years Attended	Graduation Date	Diploma/Degree	Major Subject	Grade Point Average
High School Address					
Business/Trade School Address					
College/University Address					

Other Training, Current Licenses, Registration or Certificates:

1. _____ Date Finished _____
2. _____ Date Finished _____
3. _____ Date Finished _____
4. _____ Date Finished _____
5. _____ Date Finished _____

Acknowledgment of *Understanding and Consent*

PLEASE READ BEFORE SIGNING. If you have any questions regarding this statement, please ask the employment interviewer before signing.

This organization does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age or disability. Because we a member of The Lutheran Church–Missouri Synod we do retain the right to give preference in hiring to persons who are members in good standing of an LCMS congregation.

It is understood that this application is not an obligation to provide employment.

I hereby certify that the statements made in this employment application are true and complete, to the best of my knowledge, and I authorize investigation of those statements. I understand that falsification, misrepresentation or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal from Saint Michael’s Lutheran Church, if I have been employed.

Saint Michael’s Lutheran Church has the right, exercisable at any time, and without notice, to change wages, to change or eliminate benefits and policies, as well as to terminate, with or without cause, the employment relationship.

I understand that all employees of Saint Michael’s Lutheran Church are expected to respect the official doctrines of The Lutheran Church Missouri Synod and to pursue lifestyles that are morally in harmony with its teachings.

I agree that I have read and understand the above acknowledgments and agreements and recognize all of the above as conditions of employment.

Signature

Date