



If you are applying for employment at Faith Evangelical Lutheran Church at the recommendation of a current Faith Lutheran Evangelical Church Member, please indicate the Member's name below.

Application for Employment

Information on Completing this Application

All questions should be fully and accurately answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for your signature at the end of the application. Information you give on this application will be used only for employment-related matters.

It is the policy of Faith Evangelical Lutheran Church to consider all applicants for employment without regard to age, race, color, handicap (disability), marital status, national origin, ancestry, military reserve status or any other unlawful basis.

Personal Information

Today's Date _____

First Name _____ Middle _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone Number _____ Best time to reach you _____

Can you, after employment, submit verification of your legal right to work in the United States? Yes No

In the past five years, have you been convicted* of any felony, misdemeanor or other offense (other than a speeding or parking violation)? Yes No If you answered yes, please explain each conviction and where and when it occurred.

*A conviction generally means a finding of guilt; any plea other than a plea of not guilty; a sentence of jail time, Huber and/or other prisoner work-release program; probation or parole; or the requirement of the payment of a penalty or fine.

Have you ever been discharged from a previous employer? If so, please explain. _____

Are you a current member of the Wisconsin Evangelical Lutheran Synod? Yes No

If no, are you a member of a similar religious denomination? Yes No If yes, please indicate _____

As a religious employer, Faith Evangelical Church gives preference to WELS members or members of similar religious denominations for positions related to our religious teachings and beliefs.

Position Information

What type of position are you interested in? Full-Time Part-Time

Position you are applying for? _____ Desired Wage/Salary _____

Hours available to work: _____ When are you available to start working? _____

Skills Inventory

Please describe your word processing experience, software knowledge, and office equipment experience.

Education

School	Name and Location (City, State)	Major Subjects	Diploma/Degree Received
HIGH			<input type="checkbox"/> Yes <input type="checkbox"/> No
TECH/COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No
			Type:
GRADUATE			<input type="checkbox"/> Yes <input type="checkbox"/> No
			Type:
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No
			Type:

Training Courses (List any relevant training programs completed)

Course/Seminar	Year Attended	Subject

Employment History (Start with most recent position, use separate sheet if necessary)

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number		Rate of Pay		
Job Title	Supervisor	Starting	Ending	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number		Rate of Pay		
Job Title	Supervisor	Starting	Ending	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number		Rate of Pay		
Job Title	Supervisor	Starting	Ending	
Reason for Leaving				

References (Please provide up to three work-related references)

Name	Relationship	Phone Number

Questions

Why would you like to work at Faith Evangelical Lutheran Church and School? _____

READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION.
ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

1. This application will be considered current for 60 days. At the end of that time, if you have not heard from us and you still wish to be considered, it will be necessary for you to complete a new application.
2. The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission will result in the denial of my application, withdrawal of any employment offer, or immediate discharge.
3. I authorize Faith Evangelical Lutheran Church to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
4. Regardless of whether or not I become employed by Faith Lutheran Evangelical Church, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at Faith Lutheran Evangelical Church is on an at-will basis, and that if hired, my employment may be terminated with or without cause and without notice at any time at my option or Faith Lutheran Evangelical Church's, unless specifically provided otherwise in a written employment contract.

Signature _____ **Date** _____