

**Our Savior's Lutheran Church
Employment Application Form
(Return to Church Office)**

NAME: _____ DATE: _____
Last First Middle

PRESENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PERMANENT ADDRESS (if different): _____

CITY: _____ STATE: _____ ZIP CODE: _____

Home PHONE: () _____ Cell PHONE: () _____

Position applying for: _____

Applying for: Regular full-time Regular part-time Temporary

Have you ever been employed with us before? Yes No — If yes, when? _____

Do you have any friends or relatives employed by Our Savior's Lutheran Church? Yes No —

If yes, share: _____
Name, Position Relationship

Are you currently employed? Yes No

Are you currently in "lay-off" status and subject to recall? Yes No

Do you attend Our Savior's Lutheran Church? No Yes — If yes, for how long? _____

Are you a member of Our Savior's Lutheran Church? No Yes — If yes, date joined: _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old?

(If under 18, hire is subject to being of minimum legal age to work) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your

legal right to live and work in this country? Yes No

Have you ever been arrested or convicted of a crime (other than moving violations)? ..Yes No

— If yes, please explain. _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed: _____

Do you speak, write, or understand any foreign language(s)? Yes No

If yes, which languages? _____

Education

High School: _____ Address: _____

of Years completed: _____ Did you graduate? Yes No

College/University: _____ Address: _____

of Years completed: _____ Did you graduate? Yes No Major: _____

Other: _____ Address: _____

of Years completed: _____ Did you graduate? Yes No Major: _____

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Dates of Employment: From _____ To _____ Position(s) Held: _____

Company Name: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From _____ To _____ Position(s) Held: _____

Company Name: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From _____ To _____ Position(s) Held: _____

Company Name: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Attach additional pages if necessary.

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First & Last Name: _____ Phone: _____

Occupation: _____ # Years Acquainted: _____

First & Last Name: _____ Phone: _____

Occupation: _____ # Years Acquainted: _____

First & Last Name: _____ Phone: _____

Occupation: _____ # Years Acquainted: _____

Please read carefully, initial each paragraph, and sign below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Our Savior's Lutheran Church to thoroughly investigate any references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Our Savior's Lutheran any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Our Savior's Lutheran, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Our Savior's Lutheran Church. In addition, I understand and agree that if I am employed my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Our Savior's Lutheran Church, and that no promises or representations to the contrary are binding on Our Savior's Lutheran Church unless made in writing and signed by me and the Church President.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by Our Savior's Lutheran Church, I am entitled to copies of any such public records obtained unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

_____ I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

Signature

Date

Printed Name

Please return completed application (with attached resume if available) to Our Savior's Lutheran Church Office.

STANDARD OF CONDUCT

Our Savior's Lutheran Church's Standard of Conduct requires employees to abide by the highest principles of excellence with regards to morality. Staff members are recognized by their positive response to the call of God on their lives and therefore will be expected to conform to high standards in terms of behavior, dress, speech and attitude. Some specific areas are:

- 1) Willingness to contribute time and talents in support of Our Savior's Lutheran's ministry.
- 2) Enthusiasm for the things of God and support of the ministries offered at Our Savior's Lutheran.
- 3) Respect for those in authority, guests, and fellow staff members.
- 4) Ethical conduct in personal relationships.
- 5) Avoiding questionable conduct or situations that would cause reproach, for example excessive drinking, drug use.
- 6) Relating with others in the congregation in a respectful and safe manner.

This is not intended to be a comprehensive list, but an example of the kinds of expectations to which staff members at Our Savior's Lutheran Church will be expected to adhere. I have carefully read and fully understand this Standard of Conduct.

Applicant Signature _____ Date: _____