

ST. MARK LUTHERAN CHURCH AND SCHOOL APPLICATION FOR EMPLOYMENT

Date of Application: _____

For what position (s) are you applying: _____

Full-time: _____ Part-time: _____ Date you would be available: _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

Preferred Phone: _____ Best time to call: _____

Email Address: _____

Social Security Number: _____

Are you 18 years of age or older? Yes _____ No _____

Are you legally eligible for employment in this country? Yes _____ No _____

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense, including sex-related and/or child abuse related offenses?

Yes: _____ (please explain)

No: _____

Please list previous addresses for the last 5 years.

Address	City	State	Dates of Residence

Highest grade completed _____ GED _____

Years of College completed _____ Years of Grad School Completed _____

School	City/State	Dates From To	Graduate Yes/No	Degree/Major

EMPLOYMENT HISTORY

List your last 3 employers beginning with your current or most recent employer:

Employer	Address, City, State, Zip
Position	Dates of Employment (from/to)
Supervisor or Contact Person for Reference	Telephone Number
Ending Salary	Reason for Leaving
Please describe your duties:	

Employer	Address, City, State, Zip
Position	Dates of Employment (from/to)
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Please describe your duties:	

TRAINING AND EXPERIENCE

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

REFERENCES

If possible, list three business references who are not related to you and who were not your previous supervisors. Otherwise, list three personal references who are no related to you:

Name: _____ Email: _____

Phone: _____ Relationship: _____ Years known: _____

Name: _____ Email: _____

Phone: _____ Relationship: _____ Years known: _____

Name: _____ Email: _____

Phone: _____ Relationship: _____ Years known: _____

APPLICANTS STATEMENT

I agree and represent that:

1. The information contained in this application is correct to the best of my knowledge. I understand and agree that providing false or misleading information on this application is grounds for my immediate dismissal, if I am hired.
2. I authorize any references, schools, current or former employers, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment. I hereby release any individual, employer, church, denominational agency or organization, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** A facsimile or photocopy of this authorization shall be as valid as the original.

I waive any right I may have to inspect any information provided about me by any person or organization described above.

Should my application be accepted, I agree to be bound by the bylaws and policies of St. Mark, and to refrain from any conduct in violation of the church's teachings. I further understand that a criminal records check may be conducted on me and I consent to any such check.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM. THIS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

Signature of Applicant (unsigned applications will not be considered)

Date