

CHARITY LUTHERAN CHURCH

Employment Application
Please return to doug.leet@charitylutheran.org
or mail to: 120 Aspen Avenue
Bismarck, ND 58503



APPLICANT INFORMATION

Last Name: _____ First: _____ M.I.: _____ Date: _____

Street Address: _____ Apartment/Unit #: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: _____

Position Applied for: _____

Are you a citizen of the United States? ___Yes ___No If no, are you authorized to work in the U.S.? ___Yes ___No

Have you ever worked for this company? ___Yes ___No If so, when: _____

Have you ever been convicted of a felony? ___Yes ___No If yes, explain: _____

(An affirmative answer will not automatically disqualify you from consideration. Factors such as age of the conviction, time of events, seriousness and nature of the violation and rehabilitation are taken into account. All applicants are required to complete a background check.)

High School: _____ Address: _____

Did you graduate? __Yes __No

College: _____ Address: _____

From: _____ To: _____ Did you graduate? __Yes __No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? __Yes __No Degree: _____

REFERENCES

Please list 3 professional references.

1. Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

2. Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

3. Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

PREVIOUS EMPLOYMENT

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
May we contact your previous supervisor for a reference: Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
May we contact your previous supervisor for a reference: Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
May we contact your previous supervisor for a reference: Yes No

OTHER

Are there any other experiences, skills or qualifications you would like to point out including professional, business, volunteer or civic activities (you may exclude those which indicate race, color, religion, sex or national origin.)

Are you aware of any reason why you cannot perform the essential functions of the job for which you are being considered?

State any additional information you feel may be helpful to us in considering your application.

DISCLAIMER AND SIGNATURE

This application will be considered active for a maximum of 30 days. If you wish to be considered for employment after that time, you must reapply.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____