



APPLICATION FOR EMPLOYMENT

Notice to Applicants

Please complete all requested information in your own handwriting and return it to the church office.

Do not provide any information other than that which is specifically requested.

Employment, if offered, is contingent upon the satisfactory completion of a Background Check and verification of your work record

Job Description

Please read the description for the job.

Are you currently able to perform the essential functions of the job with or without reasonable accommodation?

Yes:

No:

I agree to comply with all the rules and policies of Immanuel Lutheran Church. I certify that all the information provided are true and complete, and that I have not knowingly withheld any fact that would, if disclosed, affect my application unfavorably. It is understood that false statements on the application may result in refusal of or separation from employment. I authorize my former employers or references to give any relevant information, personal or otherwise, they may have concerning my employment history, and I release all parties involved from all liability for any damage that may result from furnishing this information to Immanuel Lutheran Church. I understand that my employment, if offered, is contingent upon the satisfactory completion of a Background Check and investigation of my work record and references.

Additionally, I understand and agree that nothing contained in this employment application or in granting of an interview is intended to create an employment contract between Immanuel and me for either employment or for the providing of any benefit. If an employment relationship is established, I understand and agree that I have the right to terminate my employment, with or without cause, and with or without notice at any time. Immanuel retains the right to do the same. I understand and agree that, if employed, I will provide Immanuel with copies of school transcripts, birth certificate, and other documents required to satisfy employment eligibility.

Signature of Applicant at time of Interview

Date

Work History

Give exact details covering past employment.
List the present or most recent position first.

1. Company: _____ From: _____ To: _____
(mo/yr) (mo/yr)

Address: _____

Name of Supervisor: _____

Your Position: _____

Reason for leaving: _____

Job Duties: _____

2. Company: _____ From: _____ To: _____

Address: _____

Name of Supervisor: _____

Your Position: _____

Reason for leaving: _____

Job Duties: _____

3. Company: _____ From: _____ To: _____

Address: _____

Name of Supervisor: _____

Your Position: _____

Reason for leaving: _____

Job Duties: _____

PERSONAL

Full Name: _____
Last
First
Middle or Initial

Alternate name under which information can be obtained: _____

Present Address: _____
Street Address
City
State
Zip Code

Permanent Address: _____
(if different than above)
Street Address
City
State
Zip Code

Phone/Cell: _____ Email: _____

If you are not a U.S. citizen, are you legally authorized to work in the U.S.? Yes: No:

For what position are you applying? Please be specific: _____

Date and times available for work: _____

Do you have any relatives employed by Immanuel? Yes: No: If yes, please list:

Name: _____ Relation: _____

EDUCATION

School Name & Location	Dates Attended		Did you Graduate?	List Diploma	GPA/Scale	Major Course of Study	
	From	To					
University	N/A						
University	N/A						
High School							

EXPERIENCE

COMPUTER:

Power Point

Word

Excel

Outlook

Web site development _____

Other _____

Other _____

MINISTRY INVOLVEMENT:

Sunday School

Nursery

VBS

Bible study

Other _____

Other _____

Other _____

GIFTS AND TALENTS:

Music

Art

Athletics

Speaking

Other _____

Other _____

Other _____

OTHER EXPERIENCE OR ACTIVITIES: _____

WHY DO I WANT TO THIS POSITION AT IMMANUEL?

Write a paragraph to explain why you want to work at Immanuel at the position being applied for.

REFERENCES

1. Name	<hr/>	Address	<hr/>			
			<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Phone	<hr/>	E-mail	<hr/>			
2. Name	<hr/>	Address	<hr/>			
			<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Phone	<hr/>	E-mail	<hr/>			

Complete Form - Save a Copy - Email Copy of Form to Pastor Pudell

bpudell@immanuelcl.org