

EMPLOYMENT APPLICATION

First Evangelical Lutheran Church
925 13th Street East
Glencoe, MN 55336
320/864-5522 office@firstglencoe.org

Position applied for: _____

Date You Can Start: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ Best time to call you: _____

Social Security Number: _____

Are you 18 years or older? YES NO

EMPLOYMENT HISTORY

Current (or Last) Employer

Name: _____

Address: _____
Street City State Zip

Telephone: _____ May we contact? _____ Yes _____ No

Dates of employment: From _____ To _____

Position or Title _____

Name/Title of Supervisor _____

Briefly describe job duties, skills used: _____

Reason for leaving: _____

Next Previous Employer

Name: _____

Address: _____
Street City State Zip

Telephone: _____ May we contact? _____ Yes _____ No

Dates of employment: From _____ To _____

Position or Title _____

Name/Title of Supervisor _____

Briefly describe job duties, skills used: _____

Reason for leaving: _____

EDUCATIONAL BACKGROUND

Name City Dates Attended Degree

High School _____

College _____

Other _____

SKILLS

List any special skills, training, or knowledge you have for this position and any other achievements you would like considered.

SPECIAL REQUIREMENTS

This position will require lifting objects (tables, chairs, delivery carton, etc.) and moving equipment of up to fifty (50) pounds on a frequent basis.

Are you able to perform this function with or without an accommodation?

YES NO

If you can perform this function with an accommodation, explain how you would perform the tasks, and with what accommodation: _____

REFERENCES

List three business or personal references, who are not related to you, who can be contacted regarding your qualifications, work habits and character.

Name	Address	Telephone	Position
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

SIGNATURE

I understand that this application may be withdrawn or my employment may be terminated if I have made any misrepresentations on this form. I authorize the church to contact all references to seek job-related information about me, and I release the church and all other persons and companies from liability for furnishing or obtaining such information.

I understand that, according to state law, a personal background check will be required as part of my acceptance of employment.

In consideration of my employment, I agree to conform to the church's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the church's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the church.

NOTE: As a non-profit organization, First Lutheran Church and School does not participate in the Minnesota Economic Security Act (unemployment insurance). Therefore, all employees of First Lutheran Church and School are ineligible for unemployment compensation, if they are separated from their position, whether by termination or by resignation.

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information above.

Applicant's Signature: _____

Date: _____

11/06/95 (rev.8/96)