

St. Stephen Lutheran Church

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

For professional positions, please return the completed form with a current resume.

Please print

Position(s) applied for _____ Date of application _____

How did you learn about us? _____

Last name _____ First name _____ Middle initial _____

Address: Number & Street _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Which is best to contact you? _____

Have you ever applied with St. Stephen before? _____ Yes _____ No

Are you currently employed? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____ Yes _____ No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work _____ Full Time _____ Part Time

Are you currently on lay-off status and subject to recall? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

We are an equal opportunity employer.

Education

School Name and Location

High School _____

Years Completed: _____ Diploma/Degree _____

Undergraduate College/University _____

Years Completed: _____ Diploma/Degree _____ Course of Study _____

Graduate/Professional _____

Years Completed: _____ Diploma/Degree _____ Course of Study _____

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:

Describe any honors you have received: _____

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

References

Give name, address, and telephone number of three references who are not related to you, and are not previous employers.

1 _____

2 _____

3 _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments.

May we contact your present employer, if applicable? ___ Yes ___ No

Employer _____ Dates Employed _____

Address _____ Telephone Number _____

Job Title _____ Supervisor _____

Hourly Rate/Annual Salary _____

Work Performed _____

Reason for leaving or seeking employment _____

Employer _____ Dates Employed _____

Address _____ Telephone Number _____

Job Title _____ Supervisor _____

Hourly Rate/Annual Salary _____

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Hourly Rate/Annual Salary _____

Work Performed _____

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If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment, volunteer activities, or other experience.

Are you physically or otherwise unable to perform the duties of the job for which you are applying? ___ Yes ___ No

Are you a member of a Christian church? ___ If yes, where? _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Applicant's Signature

Date