



Cross Lutheran Church
EMPLOYMENT APPLICATION

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
_____ Bus. Phone: _____
Email address: _____ Fax Number: _____
Position Applied For: _____ Desired Salary _____
What prompted you to contact us?: _____
Have you any relatives working at or with this organization? _____ If so, who? _____
Have you worked or attended school under a different name? _____ If so, what name? _____
Are you legally eligible to work in the United States? _____ Proof of eligibility will be required upon offer of employment

EDUCATION: (Beginning with high school)

| School & Location | Dates Attended | Major | Degrees/Certificates Received |
|-------------------|----------------|-------|-------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

List other job-related training or skills, including language skills: _____

WORK HISTORY (Beginning with most recent employment and going back ten years):

Employer/Company Name: _____ Job Dates: _____
Address: _____ Phone: _____
_____ Supervisor: _____
Position held/job duties: _____
_____ Reason for Leaving: _____
Ending salary: _____ Number of hours worked: _____

Employer/Company Name: _____ Job Dates: _____
Address: _____ Phone: _____
_____ Supervisor: _____
Position held/job duties: _____
_____ Reason for Leaving: _____
Ending salary: _____ Number of hours worked: _____

Employer/Company Name: _____ Job Dates: _____

Address: _____ Phone: _____

Supervisor: _____

Position held/job duties: _____

Reason for Leaving: _____

Ending salary: _____ Number of hours worked: _____

(Use an additional sheet if needed)

Professional References: (Please list three persons not related to you who can provide professional references)

| | | | |
|-------------|--------------|-----------------|--------------------|
| Name: _____ | Phone: _____ | Employer: _____ | Years Known: _____ |
| Name: _____ | Phone: _____ | Employer: _____ | Years Known: _____ |
| Name: _____ | Phone: _____ | Employer: _____ | Years Known: _____ |

Background Information:

For the questions below, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

Have you been convicted of any felonies or misdemeanors, or are you currently released on bail or your own recognizance on any felony or misdemeanor charges? (Note that prior convictions will not necessarily disqualify you from employment.) Yes _____ No _____

If yes, please advise details. _____

Have you ever been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave any job by mutual agreement because of specific problems? Yes _____ No _____

If yes, please advise details. _____

We appreciate your interest in employment with Cross Lutheran. We want you to be aware of the following:

- Cross Lutheran Church is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or sexual orientation.
- If hired, you must complete an I-9 form on your first day of employment and bring documents to prove your legal right to work in the United States.
- If hired, you should understand that your employment with this organization is at will, and that either you or this organization may terminate it, with or without cause, and with or without notice, at any time. No person is authorized to offer you an employment relationship other than the one that is terminable at will.

I have read the statements above and understand them. I certify that the information I have provided on this application is true, and I understand that any material falsification or omission may, in the event I am hired, subject me to immediate dismissal. I give my permission for past employers, references, and educational institutions listed on this form to be contacted for purposes of verifying my credentials, work experience, and job qualifications.

Applicant Signature _____ Date _____