

ST. MARCUS LUTHERAN CHURCH & SCHOOL
APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Phone _____ Are you over 18 years old? ☐ Yes ☐ No

Position Sought _____ ☐ Full Time ☐ Part Time

Date Available _____ Salary Desired _____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been convicted of a crime (felony or misdemeanor), or do you have pending criminal charges? ☐ Yes ☐ No

If yes, please explain _____

Have you ever been employed by St. Marcus Lutheran Church, School, or any of its affiliates? ☐ Yes ☐ No

EDUCATION

High School: _____
School name City/State

Did you graduate? ☐ Yes ☐ No

College or Vocational School: _____
School name City/State

Did you graduate? ☐ Yes ☐ No Degree earned: _____ Major: _____

Other degrees or training: _____
School name City/State

Did you graduate? ☐ Yes ☐ No Degree earned: _____ Major: _____

PROFESSIONAL LICENSES OR MEMBERSHIPS

PROFESSIONAL SKILLS (administrative, software, etc.)

EMPLOYMENT HISTORY Please list most recent employment first.

Company	Address
Position	Phone
Dates of employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary
Duties	Reason for leaving

Company	Address
Position	Phone
Dates of employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary
Duties	Reason for leaving

Company	Address
Position	Phone
Dates of employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary
Duties	Reason for leaving

Company	Address
Position	Phone
Dates of employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary
Duties	Reason for leaving

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ☐ Yes ☐ No If yes, explain: _____

PROFESSIONAL REFERENCES

Name	Relationship
Company	Phone

Name	Relationship
Company	Phone

Name	Relationship
Company	Phone

CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize St. Marcus Lutheran Church and School to verify their accuracy and to obtain reference information on my work performance. I hereby release St. Marcus Lutheran Church and School from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process, shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will, and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date _____