

APPLICATION FOR EMPLOYMENT AT IMMANUEL LUTHERAN CHURCH

NAME: _____
Last
First
Middle

Address _____
Street and Number
City
State
Zip

Home Phone: _____ Cell Phone: _____

E-mail: _____

Position Desired: _____ Part time Full time Year round Seasonal

Date Available to Begin Employment: _____

Have you ever worked for Immanuel before? Yes No

If Yes, please give dates and position: _____

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Start Date:</u> _____ <u>End Date:</u> _____	<u>Your Title or Position</u> _____ Name and Title of Last Supervisor _____	<u>Exact Reason for Leaving</u> _____ _____ _____
Previous Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Start Date:</u> _____ <u>End Date:</u> _____	<u>Your Title or Position</u> _____ Name and Title of Last Supervisor _____	<u>Exact Reason for Leaving</u> _____ _____ _____
Previous Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Start Date:</u> _____ <u>End Date:</u> _____	<u>Your Title or Position</u> _____ Name and Title of Last Supervisor _____	<u>Exact Reason for Leaving</u> _____ _____ _____

Have you ever been terminated or asked to resign from any job? Yes No

If Yes please explain circumstances:

Please explain fully any gaps in your employment history:

May we contact your current employer? Yes No. If No, please explain:

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying. _____

EDUCATION

School Name	Years Completed (Check all that apply)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School:	9 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
College/University:	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Graduate/Professional:	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Trade or Correspondence:	<input type="checkbox"/>			
Other:	<input type="checkbox"/>			

PROFESSIONAL REFERENCES

Please list persons who know you well, particularly in a work environment as it relates to this position. References should be supervisors, teachers, and work colleagues -- **not** friends or relatives. **Each reference must complete a REFERENCE FORM.** It is your responsibility to give them the form and make sure they complete it and return it to the church.

Name & Relationship	Occupation	Address & E-mail (Street, City and State)	Telephone Number	Number of Years Known

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

Do you have a current driver's license? Yes No

State: _____ Lic. No. _____ Expiration Date: _____

Has your driver's license ever been suspended or revoked? Yes No

If yes, please explain circumstances: _____

Have you ever been cited for driving under the influence (DUI) or driving while intoxicated (DWI)? Yes No

If yes, please explain the outcome: _____

Please list all moving traffic violations in the last five (5) years including the Offense, Date and Location: _____

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

If Yes, please give the date(s) and details: _____

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question.)

Background Check Information

Been arrested for any reason? Yes No

Been convicted of, or pleaded guilty or no contest to, any crime? Yes No

Engaged in, or been accused of, any child molestation, exploitation or abuse? Yes No

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Date

Signature of Applicant

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
APPLICANT'S STATEMENT**

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without notice, and during my probationary period, the Company has the same right. No one other than Immanuel's Church Council has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that Immanuel reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I authorize Immanuel to investigate my driving record, my criminal record and my credit history, and I understand that an investigative consumer report may be prepared whereby information is obtained through personal interviews with neighbors, friends and others with whom I am acquainted. This inquiry would include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I further understand that Immanuel may contact my previous employers and I authorize those employers to disclose to Immanuel all records and other information pertinent to my employment with them. I also authorize Immanuel to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

I certify that all of the information that I provide on this application and in any interview will be true and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I may be dismissed.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT

Date

Signature of Applicant

Mail or E-mail to: Immanuel Lutheran Church
830 South Ave W.
Missoula, MT 59801
office@imluchurch.org
406-549-0736